RDA'S BY DEPARTMENT

DEPT/DIVISION	TITLE	DESCRIPTION	SCHEDULE #	RDA #	TYPE	DISPOSITION
ARCHIVES	CIRCUIT COURT APPEARANCE DOCKET	Bound Volumes containing schedules of Court appearance. 1848		430	C	REVIEW AND DESTROY IF NOT OF HISTORICAL VALUE
ARCHIVES	CIRCUIT COURT EXECUTION DOCKET	Bound Volumes containing orders to collect fees to satisfy a judgment. 1848		429	C	REVIEW AND DESTROY IF NOT OF HISTORICAL VALUE
ARCHIVES	CITY OF NASHVILLE/DAVIDSON COUNTY TAX BOOKS	Listing of Tax books and related correspondence. 1916 - 1962		3	OT	DESTROY
ARCHIVES	CIVIL DOCKET BOOKS (MAGISTRATE DOCKET BOOKS FOR DAVIDSON COUNTY)	(Magistrate/Justice of the Peace- showing date of trial, case number, name of plaintiff and defendant; decision of court, amount of judgment, and bill of cost. 1924 - 1940		358	OT	DESTROYED
ARCHIVES	GENERAL SESSIONS DETAINER DOCKET	Bound Volumes containing judgments made about the restoration of property to its rightful owner in the eviction process. 1870		431	C	REVIEW AND DESTROY IF NOT OF HISTORICAL VALUE
ARCHIVES	RECORD OF CHATTEL MORTGAGES	1915 - 1946		4	OT	DESTROY
ARCHIVES	VOUCHER REGISTER	Finance/accounting dept, City of Nashville Davidson County. 1931-1963		222	OT	DESTROY

DEPT/DIVISION	TITLE	DESCRIPTION	SCHEDULE #	RDA #	TYPE	DISPOSITION
ASSESSOR OF PROPERTY PERSONAL PROPERTY	Action of Metro Board of Equalization for Personal Property	This series contains documents that record the actions taken by the Metropolitan Board of Equalization and its other papers. The Board's actions are recorded on Appeal Forms and/or various lists presented to the Board for its consideration.	010	311	C	10 years
ASSESSOR OF PROPERTY PERSONAL PROPERTY	Lease Renditions	This records series consists of documents that support the information provided by business owners on certain leased equipment such as copiers, scanners, vehicles, etc. The information is self-reported to the Assessor of Property and included with their Tax Schedule B filing.		786	C	CY +3. Secure destruction required.
ASSESSOR OF PROPERTY PERSONAL PROPERTY	Personal Property Accounts	This series lists personal property accounts appraised, classified, and assessed by the Assessor's Office and is used to administer these accounts.	010	281	C	3 years
ASSESSOR OF PROPERTY PERSONAL PROPERTY	Personal Property Book Audit	This series consists of reviews and analyses of Personal Property accounts provided by a private contractor to the Assessor's Office which may cause the Assessor's Office to initiate action, including back assessment or reassessment. The series contains correspondence and summaries resulting from the audit.	010	587	C	3 years. Secure destruction required.
ASSESSOR OF PROPERTY PERSONAL PROPERTY	Personality - Route Book Pages	A geographical computer listing produced annually. Identifies new and existing accounts.	010	277	Obsolete	CY+1

DEPT/DIVISION	TITLE	DESCRIPTION	SCHEDULE #	RDA #	TYPE	DISPOSITION
ASSESSOR OF PROPERTY PERSONAL PROPERTY	Property Records Card For Personal Property	This series is an electronic record of each personal property account and is used to accurately record information pertinent to each account. It contains business type, tax code, correlating real property parcel number, and valuation information and is updated annually.	010	280	C	3 years
ASSESSOR OF PROPERTY PERSONAL PROPERTY	Tax Schedule A	For Banks, Loan. Trust, Insurance, Investment and Abstract Companies, and all other corporations not engaged in merchandising or manufacture of goods and wares.	010	285	Obsolete	CY+3
ASSESSOR OF PROPERTY PERSONAL PROPERTY	Tax Schedule B	This series consists of Tax Schedule B, lease lists, and asset lists and is used to report commercial and industrial tangible personal property assets for ad valorem tax purposed. It is maintained by account number.	010	283	C	3 years. Secure destruction required.
ASSESSOR OF PROPERTY PERSONAL PROPERTY	Tax Schedule D	This series consists of Tax Schedule D and annual reports used to report assets for ad valorem tax purposes as prescribed by T.C.A. 67-5-1206. It is maintained by account number.	010	284	C	3 years. Secure destruction required.
ASSESSOR OF PROPERTY REAL PROPERTY	Action of Metro Board of Equalization for Real Property	This series contains documents that record the actions taken by the Metropolitan Board of Equalization. The Board's actions are recorded on Appeal Forms and various lists presented to the Board for consideration. The series also includes documents submitted and relied upon to support the action of the MBE.	012	593	C	CY+12

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ASSESSOR OF PROPERTY REAL PROPERTY	Appeals to the State Board of Equalization	This series contains appeal applications, complaints, and notices resulting from appeals to the State Board of Equalization. It also includes documents submitted or considered in the settlement or adjudication of a matter, such as a sales comparison summary or an income and expense appraisal analysis.	012	594	C	A. Initial Decisions and Orders, Official Certificates, and Court Orders - CY+10. B. All other documents - Retain 2 years after final disposition of the appeal.
ASSESSOR OF PROPERTY REAL PROPERTY	Application for Classification of Real Property under the Agricultural Forest and Open Space Land Act (Greenbelt)	This series consists of applications and supporting documents, as well as, recertification for inclusion in the "Greenbelt" program. Approved Greenbelt applications are recorded with the Register of Deeds Office.	012	595	C	CY+4
ASSESSOR OF PROPERTY REAL PROPERTY	Assessor's Annual Assessment Roll	This series consists of a listing of real estate parcels including owner, map and parcel number, and property classification. The Assessor's Office forwards the information to Metro's Information Technology Services Department which creates an annual Tax Roll for the Trustee's Office. The Assessor's Office maintains a copy of the annual assessment roll on CD.	012	312	C	CY+3
ASSESSOR OF PROPERTY REAL PROPERTY	Assessor's Correction Certificate	This series consists of the Assessor's Correction Certificate, a document whereby the Assessor's Office forwards amendments to the assessment roll, including prorates and corrections, to the Trustee's Office	012	279	C	CY+10

DEPT/DIVISION	TITLE	DESCRIPTION	SCHEDULE #	RDA #	TYPE	DISPOSITION
ASSESSOR OF PROPERTY REAL PROPERTY	Building Permit Summary Report	This series contains summary reports of Building Permits issued by Metro's Codes Department. These reports are generated twice a year and include information such as parcel ID's, date of issuance, permit number, a description, and the purpose of the Building Permit. The summary report is used by the Assessor's Office to assign inspection and review work. Once this work is done, the Building Permit is "closed on the Assessor's system. Each new summary report includes all permits issued since the prior report and any that have not be marked "closed".	012	596	C	Retain until superseded
ASSESSOR OF PROPERTY REAL PROPERTY	Deed and Plat Copies	This series contains copies of deeds and plats used by the Assessor's Office to determine property ownership, location, and boundaries. Official record is maintained permanently by Register of Deeds Office.	012	597	C	Destroy when obsolete or when purpose of retention has been served.
ASSESSOR OF PROPERTY REAL PROPERTY	Field Books - 1800's - 1984	This series consists of Field Books containing plats and notes used to record the location of real property. New Field Books have not been created since 1984. This series was transferred to the Metro Archives in	012	320	C	Transfer to Metro Archives. Books of archival value will be retained; others will be destroyed.
ASSESSOR OF PROPERTY REAL PROPERTY	Income and Expense Records	This series contains income and expense data submitted to the Assessor's office by taxpayer, property owners, and their agents.	012	599	C	Maintain until next re-appraisal.
ASSESSOR OF PROPERTY REAL PROPERTY	Minutes of Board of Equalization	This series includes accurate and official records of the proceedings of the board.	012	607	C	Permanent

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ASSESSOR OF PROPERTY REAL PROPERTY	Neighborhood Plats and Maps	This series includes copies of plats and maps used in the field to located properties for listing, measuring, and inspection purposes. The official record is maintained by the Register of Deed's Office.	012	600	C	Destroy when obsolete or when purpose of retention has been served.
ASSESSOR OF PROPERTY REAL PROPERTY	Notice of Correct Mailing Address	This series contains property owner requests to change address information contained in the Assessor's records. Such requests are made in writing by letter or by the use of an Assessor's form. Typically, the documents include the name of the owner, the property location, and the owner's preferred address.	012	278	C	CY+3
ASSESSOR OF PROPERTY REAL PROPERTY	Property Record Card	This series contains information related to all types of real property including ownership, location, classification, improvement types, valuation, and assessment. The information is maintained in an electronic format and a "snapshot" of these records is made annually.	012	603	C	Maintain most current information. Destroy superseded information.
ASSESSOR OF PROPERTY REAL PROPERTY	Public Utility Tax Rolls - Copy	This series is a copy of a tax roll issued by the Comptroller of the State Treasury to the Assessor's Office. It is a certification of the amount of assessment for ad valorem taxation purposes of each public utility owning property in the county or municipality.	012	601	C	CY+1 or until superseded
ASSESSOR OF PROPERTY REAL PROPERTY	Real Property Deed Change	This series consists of property Map and Records Maintenance Program, Notice of Revisions Forms, by which, based on deeds and plats, the Assessor's Office makes changes to its ownership records.	012	282	C	Destroy when obsolete or when purpose of retention has been served.

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ASSESSOR OF PROPERTY REAL PROPERTY	Residential Property, Data, and Activity Records - "Green Monsters"	This series includes residential property records in paper format and ordered by map and parcel number. The folders are green and sometimes large hence the title "Green Monsters". The information is used to document the physical characteristics of property, including improvements thereon, for the purpose of appraisal, classification, and assessment. Files may contain data on the physical characteristics of land and improvements, sketches, photographs, appraisal notes, ownership information, correspondence, and copies of death certificates. The Assessors Office no longer creates "Green Monsters" nor does it update existing residential files. All documents within this series have been scanned and stored electronically.	012	598	C	Transfer to the Metro Archives for appraisal of historic value. Records not selected with be destroyed.
ASSESSOR OF PROPERTY REAL PROPERTY	Rollback Calculation Form	This series is used to calculate the rollback taxes resulting when a property is removed from the Greenbelt program. The result is an assessment that reflects the rollback tax due on the first tax roll after the affected property no longer qualifies for the Green belt program.	012	604	C	CY+3
ASSESSOR OF PROPERTY REAL PROPERTY	Sales Verification Questionnaires	This series is used to gather information regarding property transfers to determine the validity of sale for appraisal purposes.	012	605	C	Maintain until the next reappraisal.
ASSESSOR OF PROPERTY REAL PROPERTY	Statements Documented by the Assessor's Office	This series contains written statements of owners of property or witnesses who are compelled to appear and answer questions under oath pursuant to T.C.A. 67-5-303.	012	606	C	CY+3

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ASSESSOR OF PROPERTY REAL PROPERTY	Visual Inspection Cycle Reports to the State Board of Equalization	This series includes a form provided by State Board of Equalization and completed by the Assessor's Office with an attached list of inspected properties. The report is filed quarterly with the State Board of Equalization.	012	602	C	A. Reports generated during first 3 years of reappraisal cycle - Destroy at end of the appraisal cycle. B. Reports generated during last year of reappraisal cycle - Destroy at the end of the next reappraisal cycle.
BEER PERMIT BOARD	BEER AND DANCE PERMIT FILES	This series documents the issuance and maintenance of beer and dance applications and permits. Files are active until terminated by one of the following occurs: out of business, withdrawn, denied, or revoked. The following documents are included: applications, copies of lease, health department approval, certificate of existence, certificate of registration, fire inspection sheet, inspection of business, reports from codes department on use and occupancy and zoning approval, letter of approval to use property, letter of security, delegation of authority, letter of opposition, and proof of residency.	015	620	C	CY+10
BEER PERMIT BOARD	MINUTES OF THE METROPOLITAN BEER PERMIT BOARD	This series includes accurate of official records of the proceedings of the Board.	015	621	C	Permanent
BEER PERMIT BOARD	RECEIPTS	This series is a written acknowledgement of the payment of a debt.	015	622	C	CY+3
BEER PERMIT BOARD	RECEIVABLE WARRANTS	This series documents revenue received and transferred to Metro Treasury for deposit in a bank.	015	623	C	CY+3
CIRCUIT COURT CLERK	General Sessions Civil Division Docket Books	Dockets showing date of trial, case number, name of plaintiff and defendant, decision of the court, amount of judgment and bill of costs.		316	OT	TRANSFER TO ARCHIVES

DEPT/DIVISION	TITLE	DESCRIPTION	SCHEDULE #	RDA #	TYPE	DISPOSITION
CIRCUIT COURT CLERK	Guardian Records	These consist of bound Guardian Settlement Books, Guardian and Trustee Settlement Books, Letters of Guardianship, Guardian Bond Books, Guardian Receipts, Guardian List Book; Guardian Papers and Guardian Books (Loose Records).		11	C	TRANSFER TO ARCHIVES
CIRCUIT COURT CLERK	METROPOLITAN COURT DOCKET BOOKS, MISCELLANEOUS VOLUMES, ETC.	Board of Prisoners-submitted to Workhouse - City Court; Retired Dockets - City Court Docket Books; Traffic Court Docket Book; Pistol Record Receipts. 1937-1986		391	OT	DESTROYED
CIRCUIT COURT CLERK CIRCUIT	Cancelled Checks		016	624	C	FY+5
CIRCUIT COURT CLERK CIRCUIT	Case Index Books		016	625	C	Permanent
CIRCUIT COURT CLERK CIRCUIT	Child Support Bank Record		016	626	C	CY+25
CIRCUIT COURT CLERK CIRCUIT	Child Support Check Register		016	627	C	CY+25
CIRCUIT COURT CLERK CIRCUIT	Child Support Checks		016	628	C	CY+5
CIRCUIT COURT CLERK CIRCUIT	Civil Case Files		016	629	C	Permanent
CIRCUIT COURT CLERK CIRCUIT	Closed Ledger Card Files		016	630	C	CY+25
CIRCUIT COURT CLERK CIRCUIT	Condemnation Ledger		016	631	C	CY+25

DEPT/DIVISION	TITLE	DESCRIPTION	SCHEDULE #	RDA #	TYPE	DISPOSITION
CIRCUIT COURT CLERK CIRCUIT	Domestic Case Files		016	632	C	Permanent
CIRCUIT COURT CLERK CIRCUIT	Judgment Ledgers		016	633	C	Permanent
CIRCUIT COURT CLERK CIRCUIT	Receipts		016	634	C	FY+5
CIRCUIT COURT CLERK CIRCUIT	Reciprocal Cases		016	635	C	Permanent
CIRCUIT COURT CLERK GENERAL SESSIONS	Committal Docket and Index	Record of persons who are judicially committed to involuntary care and treatment in a hospital or treatment resource.	017	636	C	CY+10
CIRCUIT COURT CLERK GENERAL SESSIONS	Emergency Committals	Records created to start the process of having a person committed to a mental institution. Emergency Committals allow a person to be held in an institution for a short time of evaluation.	017	638	C	CY+10
CIRCUIT COURT CLERK GENERAL SESSIONS	General Sessions Docket Books	A formal record entered in brief of the proceedings of General Sessions Court.	017	639	C	Permanent
CIRCUIT COURT CLERK GENERAL SESSIONS	Order of Protection	A court order protecting the affected or injured party by prohibiting or restricting another party from engaging in acts, attempts or threats to a family, household member or a child, or from acts of stalking.	017	640	C	Permanent
CIRCUIT COURT CLERK GENERAL SESSIONS	Warrants	This is a formal written order issued by a judge and includes the GC and the GT series.	017	641	C	CY+10

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CIRCUIT COURT CLERK PROBATE	Administrators and Executors Inventories and Settlements	Recorded copies of Administrators and executors partial and final settlements with Probate Court, showing names of deceased, administrator/executor, date of appointment, book and page number where will is recorded, etc.	019	44	C	Permanent
CIRCUIT COURT CLERK PROBATE	Administrator's Bonds and Letters	Bound original and/or recorded copies of executors' bond; also letters showing names of administrator and estate, order of the court, date issued, and name of the clerk. Oaths to perform the will of the deceased, or for faithful performance of duties.	019	31	C	Permanent
CIRCUIT COURT CLERK PROBATE	Conservators' Bond	Bound original and /or recorded copies of conservators' bonds.	019	40	C	Permanent
CIRCUIT COURT CLERK PROBATE	Estate Papers and Journals	1976-continuing	019	149	C	Permanent
CIRCUIT COURT CLERK PROBATE	Execution Dockets	Complete financial record pf cases showing date of court term, style of case, date and amount of judgment rendered, itemized bill of costs, record of receipts, etc.	019	33	C	Permanent
CIRCUIT COURT CLERK PROBATE	Inheritance Tax Books	Records pertaining to the collection of state tax on inheritances.	019	41	C	Permanent
CIRCUIT COURT CLERK PROBATE	Insolvent Estates Proceedings	Files contain insolvent record books and administrator's suggestion of insolvency.	019	12	C	Permanent
CIRCUIT COURT CLERK PROBATE	Land Sales	Record of land sales authorized by the court at the instance of heirs showing style of case, date of sale, etc.	019	39	C	Permanent

DEPT/DIVISION	TITLE	DESCRIPTION	SCHEDULE #	RDA #	TYPE	DISPOSITION
CIRCUIT COURT CLERK PROBATE	PROBATE CASE FILES	(Estate Settlement Files).	019	54	C	Permanent
CIRCUIT COURT CLERK PROBATE	RULE DOCKETS	Record of suits for sales of land, partitioning of estates. Shows names of attorneys, plaintiff, defendant, etc.	019	17	C	Permanent
CIRCUIT COURT CLERK PROBATE	WILLS	Original wills filed for probate and recording, showing name of testator, date instrument executed, etc.	019	21	C	Permanent
CIRCUIT COURT CLERK TRAFFIC	Bank Reconciliations and Statements		018	642	C	CY+10
CIRCUIT COURT CLERK TRAFFIC	Cancelled Checks		018	643	C	CY+5
CIRCUIT COURT CLERK TRAFFIC	Cash Journal		018	644	C	CY+10
CIRCUIT COURT CLERK TRAFFIC	Cash Register Close Out Sheets		018	645	C	CY+5
CIRCUIT COURT CLERK TRAFFIC	Cash Register Detail Tapes		018	646	C	CY+5
CIRCUIT COURT CLERK TRAFFIC	Checkbook Stubs		018	647	C	CY+10
CIRCUIT COURT CLERK TRAFFIC	Correspondence		018	648	C	CY+1
CIRCUIT COURT CLERK TRAFFIC	Counter Cash Lists		018	649	C	CY+2
CIRCUIT COURT CLERK TRAFFIC	Garnishment Receipts		018	650	C	CY+10

DEPT/DIVISION	TITLE	DESCRIPTION	SCHEDULE #	RDA #	TYPE	DISPOSITION
CIRCUIT COURT CLERK TRAFFIC	General Ledger		018	651	C	Permanent
CIRCUIT COURT CLERK TRAFFIC	Indigent Activity Reports		018	652	C	CY+1
CIRCUIT COURT CLERK TRAFFIC	Mail Cash Lists		018	653	C	CY+2
CIRCUIT COURT CLERK TRAFFIC	Mail Overage Refund Slips		018	654	C	CY+1
CIRCUIT COURT CLERK TRAFFIC	MASTER TICKET CONTROL AND DISPOSITION LEDGER-TRAFFIC VIOLATIONS	1969-1980 (One-time)		348	Inactive	DESTROYED
CIRCUIT COURT CLERK TRAFFIC	Metro Warrants and Citations		018	655	C	CY+10
CIRCUIT COURT CLERK TRAFFIC	Officer Acknowledgment Slips-Moving, Parking, and Misdemeanor Citations		018	656	C	CY+2
CIRCUIT COURT CLERK TRAFFIC	Parking Violations		018	657	C	CY+1
CIRCUIT COURT CLERK TRAFFIC	Receipts		018	658	C	CY+5
CIRCUIT COURT CLERK TRAFFIC	Retired Moving and Parking Dockets		018	659	C	CY+10
CIRCUIT COURT CLERK TRAFFIC	State Litigation Tax Reports		018	660	C	CY+10
CIRCUIT COURT CLERK TRAFFIC	Summary Sheets		018	661	C	CY+10

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CIRCUIT COURT CLERK TRAFFIC	Traffic Citations		018	662	C	CY+10
CIRCUIT COURT CLERK TRAFFIC	Uncollectible Tax (Nulla Bona) Reports		018	663	C	CY+10
CLERK AND MASTER	BANK DEPOSIT BOOKS	Bank Books showing name and location of bank, account number, amounts and dates of deposits. 1940-1984		246	OT	DESTROY
CLERK AND MASTER	BANK RECONCILIATION FILES	Copies of Bank Reconciliation's prior to (January 1993) and Division of Accounts January 1993 and continuing). Used with Bank Statements and Cancelled Checks to reconcile account of Clerk and Master monthly.		334	C	CY+10
CLERK AND MASTER	CHANCERY COURT CASE FILES	1846 - continuing		103	C	TRANSFER TO ARCHIVES
CLERK AND MASTER	CHECK BOOKS	Books containing stubs of checks issued by the Clerk and Master, showing check number, date issued, name of payee, etc.		335	C	CY+10
CLERK AND MASTER	CHECKS - GENERAL ACCOUNTANT	(stubs of checks, payment, Clerk and Master) 1956-1962		187	OT	DESTROY
CLERK AND MASTER	COST LEDGER	(sheriff's fees, Clerk and Master) 1947-1948		191	OT	DESTROY
CLERK AND MASTER	EXHIBITS	(exhibits used to clarify evidence in a case-Clerk & Master) 1897-1922		188	OT	DESTROY

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CLERK AND MASTER	FINANCIAL REPORT MONTHLY WORKSHEETS Clerk and Master	1968 - continuing		336	C	CY+10
CLERK AND MASTER	LEGAL NOTICES	(Newspaper clippings of land sales, failure to pay delinquent taxes, Clerk & Master) 1917-1932		185	OT	DESTROY
CLERK AND MASTER	MINUTE BOOKS AND INDEXES (Rev.)	Minutes show the course and proceedings in all cases from their origin to termination, giving name of defendant, offence, charged, date of trial, verdict of jury, and sentence of the court.		55	C	TRANSFER TO ARCHIVES
CLERK AND MASTER	MORTGAGE BONDS	(bonds executed, Clerk & Master) 1882-1912		189	OT	DESTROY
CLERK AND MASTER	MOTION DOCKETS	(motions filed, Date & nature of motion, Clerk & Master) 1949-1961		186	OT	DESTROY
CLERK AND MASTER	RECEIPT BOOKS	Duplicates of receipts issued for payment of judgments and costs in litigation, showing date of receipt, name of payer, signature of Clerk & Master, etc.		337	C	CY+10
CLERK AND MASTER	RECEIPT BOOKS DELINQUENT TAX	Duplicates of receipts issued for payment of delinquent taxes.		338	C	CY +10
CLERK AND MASTER	RECEIPTS	1935-1951 Receipts issued for payment. Amount and purpose of payment Clerk & Master.		184	OT	DESTROY
CLERK AND MASTER	RULE DOCKETS AND INDEXES	1846-continuing		105	C	TRANSFER TO ARCHIVES

DEPT/DIVISION	TITLE	DESCRIPTION	SCHEDULE #	RDA #	TYPE	DISPOSITION
CLERK AND MASTER	SALE BOOK OR REPORTS	These list court land sales authorized by the court at the insistence of heirs, showing style of case, date of sale, name of purchaser, etc.		339	C	TRANSFER TO ARCHIVES
CLERK AND MASTER	WITNESS FEES	Records of witnesses, payment to witness for days attended, Clerk & Master 1937-1961		190	OT	DESTROY
CODES	BOARD OF FIRE AND BUILDING CODE APPEALS	Rulings on matters before the Board of Fire and Building Appeals.		502	C	CY+2, THEN ARCHIVES
CODES	BOARD OF ZONING APPEALS FILES	Documentation of rulings by the Board of Zoning Appeals. 1932-1974		500	C	METRO ARCHIVES
CODES	BOARD OF ZONING APPEALS ORDERS	Concise statement of findings and order of matters before the Board of Zoning Appeals.		501	C	CY+2, THEN ARCHIVES
CODES	MAP AND PARCEL FILES	These files contain the history of codes related activities for each parcel of land in Metro Nashville Davidson County since 1969.		478	C	PERMANENT
CODES PROPERTY STANDARDS	Abandoned Vehicles on the Public Right of Way	This series documents vehicles abandoned on public property. Abandoned vehicles are defined by State and local law as: (1.) vehicles which are “more than 4 years old” and remain unattended on the public right-of-way for ten (10) days, or (2.) vehicles in an “obvious state of disrepair” which remain unattended on the public right-of-way for at least three (3) days.	028	702	C	CY+3

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CODES PROPERTY STANDARDS	Abate Notices	This series documents notice sent to individuals and/or businesses as the result of a code violation(s).	028	703	C	CY+3
CODES PROPERTY STANDARDS	Affidavit Forms and Seizer Notices	These are official case records used to document inspections of vehicles illegally parked / stored on the right of way and to document our removal process. The seizure forms are records of all vehicles that Metro has caused to be removed from the right of way.	028	704	C	CY+3
CODES PROPERTY STANDARDS	Demolition Contracts	This series contains Metro demolition case files where Metro has ordered the demolition of a structure that was unfit for habitation. Demolition completed by Metro contractor.	028	705	C	CY+10
CODES PROPERTY STANDARDS	Landlord Registration	This series documents adherence to State law requiring all owners of residential rental property to register their property and submit information about their rental units.	028	706	C	CY+3
CODES PROPERTY STANDARDS	Property Standards Daily Worksheets	This series contains information obtained by inspectors while making visits or inspections of properties. It includes inspections for house, yard, inoperable/ unlicensed vehicles, abandoned vehicles, zoning violations, and zoning final inspections.	028	707	C	CY+3
COUNTY CLERK	ACCOUNTS, ADMINISTRATIVE	County Judge's Office 1874-1878 (One-Time)		97	Inactive	TRANSFER TO ARCHIVES
COUNTY CLERK	ADOPTEE BIRTH CERTIFICATE APPLICATIONS	(CONFIDENTIAL)1949-1956 (One-time)		195	Inactive	DESTROY

DEPT/DIVISION	TITLE	DESCRIPTION	SCHEDULE #	RDA #	TYPE	DISPOSITION
COUNTY CLERK	ASYLUM RECORDS, NATURALIZATION	Ending 1880's (One-time)		96	OT	TRANSFER TO ARCHIVES
COUNTY CLERK	AUDITORS' BOOK/RECORD OF WARRANTS	1925 (One-time)		101	Inactive	DESTROY
COUNTY CLERK	AUTOMOBILE DEALER LICENSE RECORDS	Recorded copies of original licenses issued to automobile dealers by the state, showing name and address of firm, date, fee, date recorded, and clerk's signature.	013	152	C	FY+5
COUNTY CLERK	BALL TEAM LEDGER	1949 (One-Time)		113	Inactive	TRANSFER TO ARCHIVES FOR REVIEW
COUNTY CLERK	BANK DEPOSIT RECORDS	This series documents daily bank deposits. It includes deposit slip, daily remittance report, and daily cash and distribution report, and cash receipts journal.	013	608	C	CY+5
COUNTY CLERK	BANK STATEMENTS, CANCELED CHECKS, CHECK STUBS	Statements showing name and location of bank, amounts and dates of deposits, amounts and dates of check, withdrawals, and running balance; stubs and canceled checks.	013	8	C	FY+5
COUNTY CLERK	BANKRUPTCY FILES	This series is created as businesses are declared legally unable or impaired to pay creditors/business taxes. It may include correspondence, copies of court orders, and trustee reports.	013	609	C	CY+6
COUNTY CLERK	BEVERAGE BONDS	Original bonds, loose and bound, made by persons applying for license to sell beer and other legalized beverages.1933-1934 (One-time)		34	Inactive	DESTROY

DEPT/DIVISION	TITLE	DESCRIPTION	SCHEDULE #	RDA #	TYPE	DISPOSITION
COUNTY CLERK	BIRTH RECORDS	Record of births reported showing date of birth, name of child, sex, color, names or parents, etc.1927-1965 (One-time)		30	Inactive	TRANSFER TO ARCHIVES
COUNTY CLERK	BOARD OF COMMISSIONERS FOR DAVIDSON COUNTY - RECORD BOOK	This book contains motions and orders of the Board from April 14, 1868 through November 30,1869. It includes appropriations for road construction and inspection, reports of county departments, names of those paying for Merchants license, Privilege license, Tippling license, and paupers.	013	610	C	Transfer to Metro Archives for permanent retention
COUNTY CLERK	BOAT SALES TAX	This series documents the sale of a boat or vessel for the collection of State and Local sales tax. The form contains the name of the new owner, previous owner, addresses, date acquired, make and model of vessel, year built, length, cost, state and local tax due, and method of payment.	013	611	C	CY+6
COUNTY CLERK	BUDGET FILES	Documents relating to the preparation, development, review, justification, submission and approval of the budget of County Clerk. Included are budget work sheets and miscellaneous office records.	013	88	C	FY+10
COUNTY CLERK	BUSINESS TAX AUDIT FILES	This series is created during the audit of a business to determine if the proper taxes have been paid. It may include copies of the general ledger, financial statements, federal tax returns, sales tax returns, and year to date sales. It also includes the findings, recommendations, and summary of the County Clerk's Office.	013	612	C	CY+6

DEPT/DIVISION	TITLE	DESCRIPTION	SCHEDULE #	RDA #	TYPE	DISPOSITION
COUNTY CLERK	BUSINESS TAX LICENSE APPLICATIONS	Original applications for licenses to engage in business showing name of applicant, kind of license, duration of license; date filed, and signature of applicant; may include oath of person acquainted with applicant regarding character of applicant.	013	9	C	FY+5
COUNTY CLERK	BUSINESS TAX RECORD CARDS	5x8 orange cards (Working Papers) 1974 (One-time)		110	Inactive	Records Center
COUNTY CLERK	BUSINESS TAX REPORTS	Form used to calculate the minimum Tax and Business Tax due.	013	377	C	FY+6
COUNTY CLERK	CASH BOOKS - DAILY	Record of revenue collected daily from all sources, shows date of collections, name of payor, purpose of payment and amount collected.	013	32	C	FY+5
COUNTY CLERK	CASH JOURNALS	Summary of all cash receipts and disbursements by the clerk as a state revenue agent.	013	613	C	FY+10
COUNTY CLERK	CASHIERS REPORT- DAILY	This series is a record of cash, coin, and check receipts and disbursements by account number. Arranged chronologically by day and includes cashiers reports and adding machine tapes.	013	22	C	CY+3
COUNTY CLERK	CHIROPRACTORS, REGISTERS OF	Recorded copies of certificates of licenses issued to chiropractors, showing name of certificate, name of chiropractor, date of approval, date of certificate, signatures of president, secretary and members of the examining board 1923-1943 (One-time)		64	Inactive	TRANSFER TO ARCHIVES

DEPT/DIVISION	TITLE	DESCRIPTION	SCHEDULE #	RDA #	TYPE	DISPOSITION
COUNTY CLERK	COMMITMENT RECORDS	Committal docket and index, commitment proceedings 1960's (One-time)		29	Inactive	DESTROY
COUNTY CLERK	CONTRACTOR LICENSE BOOKS	Recorded copies of certificates of license issued to general contractors by the State Board for Licensing General Contractors.		10	Inactive	FY+5 AFTER EXPIRATION
COUNTY CLERK	COUNTY CLERK ASSIGNMENT OF COUNTY CLERK LICENSE PLATES	1952-1962 (One-time)		108	Inactive	DESTROY
COUNTY CLERK	COUNTY COURT MINUTE BOOKS AND INDEXES	1783-1976 (One-time)		94	Inactive	TRANSFER TO ARCHIVES
COUNTY CLERK	COUNTY JUDGE COMMITMENT FOR CRIPPLED CHILDREN'S SERVICE	1951-1967 (One-time)		107	Inactive	TRANSFER TO ARCHIVES FOR REVIEW
COUNTY CLERK	DECALS, DAMAGED AND RETURNED	1970-1982 (One-time)		111	Inactive	DESTROY
COUNTY CLERK	DISTRESS WARRANT DOCKET	1926-1945 Register of dental certificates issued by the State Board of Dental Examiners showing name of dentist, date issued, signatures of president and secretary of examining board, date of registration and signature of the clerk. (One-time)		99	Inactive	DESTROY

DEPT/DIVISION	TITLE	DESCRIPTION	SCHEDULE #	RDA #	TYPE	DISPOSITION
COUNTY CLERK	DOG AND SHEEP REGISTER	Record of collection of registration fees on dogs showing name and address of owner, amount of fee name an description of dog, date of registration, tag number, and signature clerk. This is an obsolete record. 1919 (One-time)		95	Inactive	TRANSFER TO ARCHIVES
COUNTY CLERK	ELECTION RECORDS	Duplicate copies of poll books which are a record of individuals who voted in a particular election and Precinct certificates (Tally Sheets), Certification of Results, etc.	013	35	C	CY+6
COUNTY CLERK	EQUITY DOCKETS, LEDGERS AND DEPOSITS	1850-1978 (One-time)		87	Inactive	TRANSFER TO ARCHIVES FOR REVIEW
COUNTY CLERK	ESTATE SALES, ACCOUNTS OF	1878-1916 (One-time)		114	Inactive	TRANSFER TO ARCHIVES
COUNTY CLERK	GENERAL LEDGER TRIAL BALANCE	Monthly accounting of debits and credits. It includes general ledger trial balance, bank account statement, and bank reconciliation reports.	013	614	C	CY+5
COUNTY CLERK	GIFT FUND FINANCIAL RECORDS	1984 (One-time)		150	Inactive	DESTROY
COUNTY CLERK	HOTEL AUDIT FILES	This series is created during the audit, review, and inspection of businesses to determine their compliance with the 5% occupancy tax program. It includes the findings, recommendations, and summaries of the County Clerk's Office.	013	615	C	CY+6

DEPT/DIVISION	TITLE	DESCRIPTION	SCHEDULE #	RDA #	TYPE	DISPOSITION
COUNTY CLERK	HOTEL/MOTEL OCCUPANCY TAX	Records associated with the collection of the privilege tax upon the occupancy in any hotel, motel, or bed and breakfast.	013	378	C	FY+6
COUNTY CLERK	HUNTING AND FISHING LICENSES	Duplicates of county hunting licenses issued showing name, address, age, description, and sex of licensee; also show date license issued, amount of fee collected and number of licenses.1949-1950 (One-time)		109	Inactive	CY+5
COUNTY CLERK	JOURNALS AND LEDGERS	1870-1974 (One-time)		66	Inactive	TRANSFER TO ARCHIVES FOR REVIEW
COUNTY CLERK	LETTERS, TESTAMENTARY	The written authorization given to an executor as evidence of his appointment and authority.1838-1939 (One-time)		112	Inactive	TRANSFER TO ARCHIVES
COUNTY CLERK	LICENSE AND TITLES (MICROFICHE)	(One-time)		155	Inactive	DESTROY
COUNTY CLERK	LICENSE INDEX	This is an index book with the date of February 1, 1919 on the binding. It records the names of individuals and businesses listed alphabetically.	013	616	C	Transfer to Metro Archives for permanent retention
COUNTY CLERK	LICENSE INDEX	1919 (One-time)		146	Inactive	TRANSFER TO ARCHIVES FOR REVIEW
COUNTY CLERK	LICENSE PLATE INVOICES	1970 (One-time)		154	Inactive	DESTROY

DEPT/DIVISION	TITLE	DESCRIPTION	SCHEDULE #	RDA #	TYPE	DISPOSITION
COUNTY CLERK	MARRIAGE APPLICATION	This form is filled out by the couple applying for marriage and the information is used by County Clerk staff to create the Certificate of Marriage. It is considered a working paper. (The original certificate of marriage is maintained by the State of Tennessee Vital Records.)	013	52	C	Destroy when no longer needed
COUNTY CLERK	MARRIAGE BONDS AND OATHS	Original bonds executed by applicants for marriage licenses, showing names of principal (groom) and sureties, amount of bond, names of contracting parties, condition of the obligation, date bond executed, and signatures of principal and sureties; oath states that both contracting parties are over 18 years of age, showing signature of affiant, date, and acknowledgment of the clerk.	013	13	C	Transfer to Metro Archives for permanent retention
COUNTY CLERK	MARRIAGE CERTIFICATE	This is the bottom part of the certificate of marriage that is returned to the County Clerk's Office by the officiant. It includes the name and signature of the officiant, names and ages of couple, and the date of marriage. (The top part of the certificate of marriage is given to the couple.)	013	179	C	Transfer to Metro archives for permanent retention
COUNTY CLERK	MARRIAGE FILES, COURT ORDERS	Medical certificates for marriage license and Juvenile waver for marriage, age or waiting period.		14	Inactive	SEE RDA
COUNTY CLERK	MARRIAGE INDEX	Index to marriage records showing names of contracting parties, book and page number of recording.1885-1899 (One-time)		180	Inactive	TRANSFER TO ARCHIVES

DEPT/DIVISION	TITLE	DESCRIPTION	SCHEDULE #	RDA #	TYPE	DISPOSITION
COUNTY CLERK	MARRIAGE-CERTIFICATION OF COMPLETION PREMARITAL PREPARATION COURSE	This document certifies that parties have attended a premarital preparation course by a qualified instructor and are eligible for a reduced marriage license fee.	013	617	C	CY+1
COUNTY CLERK	MERCHANTS BONDS AND OATHS	1895-1906 (One-time)		68	Inactive	TRANSFER TO ARCHIVES
COUNTY CLERK	MICROFILM - WILLS, MARRIAGES, MINUTE BOOKS, WITH INDEXES	Continuing (One-time)		239	Inactive	TRANSFER TO ARCHIVES
COUNTY CLERK	MISCELLANEOUS OLD PAPERS	1874-1906 Commissioners reports, petitions, apprentice bond, and other court records. (One-time)		65	Inactive	TRANSFER TO ARCHIVES
COUNTY CLERK	MOTION DOCKETS	Docket shows name of plaintiff and defendant, date motion filed, nature of motion, and remarks. 1952-1983 (One-time)		85	Inactive	DESTROY
COUNTY CLERK	MOTOR VEHICLE APPLICATION FOR CERTIFICATE OF TITLE AND REGISTRATION	Copies of Motor Vehicle title and registration certificates showing make, year, model, class, date purchased, address of owner, vehicle inspection compliance, and fees. This supersedes RDA 1.	013	2	C	CY+2
COUNTY CLERK	MOTOR VEHICLE DEALER CERTIFICATE	Recorded copies of original licenses issued automobile dealers by the state, showing name and address of firm, date, fee, date recorded, and clerk's signature. 1957-1965 (One-time)		100	Inactive	DESTROY

DEPT/DIVISION	TITLE	DESCRIPTION	SCHEDULE #	RDA #	TYPE	DISPOSITION
COUNTY CLERK	MOTOR VEHICLE IDENTIFICATION CERTIFICATES, REGISTER OF	1968-1983 Register of Licenses and Decals purchased at all locations. (One-time)		153	Inactive	DESTROY
COUNTY CLERK	MOTOR VEHICLE TITLE APPLICATION	(Application for Certificate of Title and Registration).		1	Inactive	CY+2
COUNTY CLERK	NATUROPATHIC EXAMINERS	1943-1947 (One-time)		98	Inactive	TRANSFER TO ARCHIVES
COUNTY CLERK	NOTARIES PUBLIC BONDS AND OATHS	After election by the county legislative body and before commencing duties or exercising powers, a notary must post bond by a surety company authorized to do business as a surety in Tennessee, in the amount of $10,000. The bond is payable to the state and conditioned on the faithful performance of the duties of a notary public. The bond must be filed in the office of the County Clerk in the county of election.	013	92	C	CY+14
COUNTY CLERK	NOTARIES PUBLIC COMMISSIONS	Recorded copies of commissions granted to notaries public, showing name of notary, date of appointment, name of governor, signature of county clerk, etc.	013	36	C	Destroy at expiration of last commission
COUNTY CLERK	NOTARY PUBLIC APPLICATIONS	Application and Affidavit for those who want to become Notaries.	013	5	C	Prior to 1858 - transfer to Metro Archives for permanent retention; After 1858, destroy after expiration of commission
COUNTY CLERK	NURSES, RECORD OF	1911-1947 (One-time)		67	Inactive	TRANSFER TO ARCHIVES

DEPT/DIVISION	TITLE	DESCRIPTION	SCHEDULE #	RDA #	TYPE	DISPOSITION
COUNTY CLERK	OFFICIAL BONDS AND OATHS	These are loose and bound original and recorded copies of the bonds and oaths of metro officials who are required to file official bonds and/or oaths with the county clerk.		37	Inactive	TRANSFER TO ARCHIVES
COUNTY CLERK	OPTOMETRY REGISTERS	Recorded copies of license certificates issued to optometrists.1909-1925 (One-time)		84	Inactive	TRANSFER TO ARCHIVES
COUNTY CLERK	PHYSICIANS' REGISTERS 1889-1947	Files consist of Physicians Record of License. (One-time)		83	Inactive	TRANSFER TO ARCHIVES
COUNTY CLERK	PRIVILEGE LICENSE AND RECEIPTS	Duplicates of licenses and receipts issued to individuals or firms exercising taxable privileges.	013	15	Inactive	CY+5 after last entry in book expires
COUNTY CLERK	PRIVILEGE LICENSES	1878-1902 (One-time)		106	Inactive	TRANSFER TO ARCHIVES
COUNTY CLERK	PROBATE COURT BOND EXECUTIONS	1943-1954 (One-time)		151	Inactive	TRANSFER TO ARCHIVES
COUNTY CLERK	PROBATE COURT MINUTES	Recorded minutes of probate court proceedings, including the appointment of administrators, executors, and guardians, estate settlements, etc.1975-continuing (One-time)		102	Inactive	TRANSFER TO ARCHIVES
COUNTY CLERK	PROBATE DOCKETS	1979 (One-time)		148	Inactive	TRANSFER TO ARCHIVES
COUNTY CLERK	PROBATE FEE CASH BOOKS	1910-1925 (One-time)		115	Inactive	DESTROY

DEPT/DIVISION	TITLE	DESCRIPTION	SCHEDULE #	RDA #	TYPE	DISPOSITION
COUNTY CLERK	QUARTERLY COURT LOOSE RECORDS	1902-April-1963 (One-time)		93	Inactive	TRANSFER TO ARCHIVES
COUNTY CLERK	QUARTERLY COURT MINUTES	1883-April-1984 Register of dental certificates issued by the State Board of Dental Examiners showing names of dentist, date issued, signatures of president and secretary of examining board, date of registration, and signature of the clerk. (One-time)		16	Inactive	TRANSFER TO ARCHIVES
COUNTY CLERK	QUARTERLY COURT RESOLUTIONS	1963 (One-time)		38	Inactive	TRANSFER TO ARCHIVES
COUNTY CLERK	REAL ESTATE APPLICATIONS	(Real estate agent, broker, affiliate broker, and salesman applications, showing name, purpose of application, residence and business address…copy of license, date amount of bond, etc.)1919-1982 (One-time)		18	Inactive	DESTROY
COUNTY CLERK	REALTY TRANSFER RECORDS	1913-1960 Bound volumes without index showing payment of state tax and local fees for various realty transfers and conveyances. Official deeds are recorded in Register's Office. (One-time)		86	Inactive	DESTROY
COUNTY CLERK	RECEIPT BOOK FILES	Stubs or carbon copies of original receipts issued for payment of notary fees, marriage licenses, and other fees collected and deposited into various funds. Usually shows date of receipt, amount received, name of payer, purpose of payment, and signature.	013	19	C	CY+5

DEPT/DIVISION	TITLE	DESCRIPTION	SCHEDULE #	RDA #	TYPE	DISPOSITION
COUNTY CLERK	RECEIVABLE WARRANT BOOKS	Stubs of duplicates of warrants issued for money received by the county, showing date, warrant number, amount, from who received, and to whom distributed. 1982 (One-time)		91	Inactive	DESTROY
COUNTY CLERK	RECONCILIATION WHOLESALE LIQUOR DEALERS MONTHLY NET SALES REPORT	Monthly reporting of liquor sales used to determine the amount of 5% R&S fees due to Metro.	013	352	C	FY+6
COUNTY CLERK	RECORD OF CLAIMS AGAINST COUNTY	1860-undetermined (One-time)		89	Inactive	TRANSFER TO ARCHIVES FOR REVIEW
COUNTY CLERK	STANDARD DIARY (CASE LOGS)	1970-1983 (One-time)		147	Inactive	DESTROY
COUNTY CLERK	TIPPLERS' LICENSES	Stubs of licenses issued to retail liquor dealers. Showing name and location of business, total amount paid, license, fees, and date of expiration. 1907-1909 (One-time)		20	Inactive	TRANSFER TO ARCHIVES
COUNTY CLERK	WITHHOLDING TAX FILES	Copies of W-2's and other documents reflecting wages withheld. Included are reports to employees of total earnings and taxes withheld, reports to IRS of total income taxes withheld, tax reconciliation's, receipts, etc. 1945-1950 (One-time)		90	Inactive	DESTROY
COUNTY CLERK PROBATE	ADMINISTRATORS' FILES	These consist of Administrators' reports, letters of administration with will annexed, letters appointing administrators 1850-1941 (One-Time)		104	Inactive	TRANSFER TO ARCHIVES

DEPT/DIVISION	TITLE	DESCRIPTION	SCHEDULE #	RDA #	TYPE	DISPOSITION
CRIMINAL COURT CLERK	APPEARANCE AND BAIL BOND BOOKS	Bonds and recordings of bonds executed by defendants and sureties showing defendant's name, name of person serving as surety, amount of bond, and signature of the accused and sureties.		432	C	CY+10 AFTER CASE SETTLEMENT
CRIMINAL COURT CLERK	CRIMINAL CASE FILES	A variety of records will be filed together in a Criminal Case File. Many will be original process. Typical documents will include, but not limited to – State's request and response to discovery, defendant's request for discovery, petition to enter a plea of guilty, arrest warrants, Grand Jury indictment, all motions, appeals, and orders, all judgements and amended judgements, probation/community correction violation warrants (if any), bill of costs, and an overview of court proceedings may be written on the file folder jacket itself.		798	C	Permanent
CRIMINAL COURT CLERK	CRIMINAL COURT MINUTE BOOKS	A Minute Book is compiled for each Division of Criminal Court by date and case number. It will include a summary of all judicial proceedings in an individual case from origin to completion, and case information may be continuous into succeeding books. Minute entries will consist of the date of trial, defendant, offense charged, verdict of jury, and sentence of the court. It may also contain copies of the judgement(s), orders, warrant dismissals, and/or other court related documents.		799	C	Permanent
CRIMINAL COURT CLERK	GENERAL SESSION CRIMINAL WARRANTS	Writs issued in criminal cases requiring an officer of the law to arrest the person therein and bring him before the court to answer charges of a misdemeanor offence which he is alleged to have committed.		425	C	CASE SETTLEMENT +10

DEPT/DIVISION	TITLE	DESCRIPTION	SCHEDULE #	RDA #	TYPE	DISPOSITION
CRIMINAL COURT CLERK	STATE CRIMINAL CITATIONS	This is a demand that the defendant cited appear in court at a stated time to answer to a misdemeanor charge. The citation states the name and address of the person cited, the name of the arresting officer and the offense charged.		482	C	CY+10
CRIMINAL COURT CLERK	STATE TRAFFIC CITATIONS	This series documents violation of State Traffic Laws which carry no jail term. It includes, but is not limited to violations for speeding, no drivers license, littering, and registration.		483	C	CY+10
ELECTION COMMISSION	Advertisements (Public Notices)	This series documents public notice of election matters such as voting locations, times, sample ballots, and notices to disabled and elderly voters.	023	680	C	Maintain 4 years after election, then destroy.
ELECTION COMMISSION	Annual Budget	This series documents anticipated expenditures.	023	681	C	Maintain 5 years, then destroy.
ELECTION COMMISSION	Audit of Election Results	This series documents a post election audit performed by an independent auditor.	023	682	C	Maintain 4 years after election, then destroy.
ELECTION COMMISSION	Ballots - Unused	This series include ballots that are not used but are required to be kept until the election is certified.	023	683	C	Maintain until the election results are certified, then destroy.
ELECTION COMMISSION	Ballots - Used	This series documents the choice of voters recorded on paper.	023	684	C	NATIONAL ELECTIONS- Maintain 22 months, then destroy. LOCAL ELECTIONS - Maintain 6 months, then destroy.

DEPT/DIVISION	TITLE	DESCRIPTION	SCHEDULE #	RDA #	TYPE	DISPOSITION
ELECTION COMMISSION	Campaign Financial Disclosure Files	Statement and Reports from candidates for political office filed with the Election Office. Candidates must file annually after election, whether they win or lose, to account for any moneys left in the account.	023	365	C	Maintain 5 years, then destroy.
ELECTION COMMISSION	Election Documents	Documents created as a result of any primary, general or special election. Included are Applications, Forms for Assistance and Complaints, Error Books, Requests for Application, rejection Letters, return Envelopes, Voter Affidavits.	023	392	C	NATIONAL ELECTIONS- Maintain 22 months, then destroy. LOCAL ELECTIONS - Maintain 6 months, then destroy.
ELECTION COMMISSION	Election Results	This series documents the vote for each candidate by district and precinct and is certified by an independent auditor.	023	685	C	Permanent
ELECTION COMMISSION	Financial Records	This series documents financial records which include expenses in operating an election poll, ballot and election printing, voting machine expenses, and payment to poll workers.	023	686	C	Maintain 5 years, then destroy.
ELECTION COMMISSION	Maps	This series documents the boundaries of districts, precincts, and voting locations. Maps are updated based on census results. Voting locations are updated as needed.	023	687	C	Permanent
ELECTION COMMISSION	Minutes of Davidson County Election Commission	This series documents the proceedings of the Election Commission.	023	688	C	Permanent
ELECTION COMMISSION	PEB Disks	These PEBs (Personal Electronic Ballots) are used to collect vote data and to print out results.	023	689	C	Reformat after election results are certified, then reuse.

DEPT/DIVISION	TITLE	DESCRIPTION	SCHEDULE #	RDA #	TYPE	DISPOSITION
ELECTION COMMISSION	Poll Books	This series documents individuals who voted in a particular election.	023	690	C	Computer printouts are sent to Secretary of State where they are maintained for 9 years; Poll Books are transferred to the County Court Clerk where they are maintained for 6 years as approved by RDA 35 in accordance with T.C.A. 2-8-107.
ELECTION COMMISSION	Poll Watcher Records	This series documents the appointment of those who monitor the conduct of an election.	023	691	C	Maintain 4 years, then destroy.
ELECTION COMMISSION	Provisional Ballot	This series is created when there is some question as to the eligibility of a voter. Whether a provisional ballot is counted is contingent upon the verification of that voter's eligibility.	023	692	C	NATIONAL ELECTIONS- Maintain 22 months, then destroy. LOCAL ELECTIONS - Maintain 6 months, then destroy.
ELECTION COMMISSION	Public Notices	This series documents public notices published by the Election Commission.	023	693	C	Maintain 4 years after the election, then destroy. (CTAS 09-024)
ELECTION COMMISSION	Qualifying Petitions	Petitions filed by the candidate listing the names, addresses, and signatures of voters qualifying the candidate to be placed on the ballot.	023	694	C	Maintain 5 years, then destroy.
ELECTION COMMISSION	Returned Mail and Confirmation	When a voter's mail is returned by the U.S. Post Office, his registration is placed on inactive status. The Election Commission mails a confirmation notice which must be returned in 30 days. (This series was moved to inactive status because it is attached directly to voter registration. It is now maintained in accordance with Voter Registrations- Inactive Files	023	449	Inactive	Maintain 4 years, then destroy.
ELECTION COMMISSION	Voter Registrations - Inactive Files	Voter registration records that have been removed from active status for reasons provided in T.C.A 2-2-106.	023	330	C	Destroy in acordance with T.C.A. 2-2-106

DEPT/DIVISION	TITLE	DESCRIPTION	SCHEDULE #	RDA #	TYPE	DISPOSITION
ELECTION COMMISSION	Voting Machine Records	This series document the purchase, maintenance, and disposition of voting machines	023	695	C	Maintain 5 years after disposition of machine, then destroy.
EMERGENCY COMMUNICATIONS CENTER	Communiques from Other Agencies	This series consists of timely communications from other agencies to ECC regarding alerts such as a BOLO (Be On the Look Out for), runaway descriptions, hospital checks, and other significant notifications that may affect an incident. They are filed by date and grouped weekly for storage. This process may be audited by CALEA (Commission on Accreditation for Law Enforcement Agencies) going back 3 years.		756	C	Retain 3 years, then destroy
EMERGENCY COMMUNICATIONS CENTER	CONTINUING EDUCATION FOLDERS	This series includes all training certificates, in-service training and classroom completion forms, floor training form, and task lists.		520	C	CY+ 5 upon termination of employment
EMERGENCY COMMUNICATIONS CENTER	INITIAL TRAINING FOLDERS	This series includes all training activities (tests, evaluations, and classroom work) done in preparation for active duty in the Emergency Communications Center.		519	C	CY+5
EMERGENCY COMMUNICATIONS CENTER	Quality Assurance Forms	This series consists of random in-house reviews of employee performance. It involves the disciplines of Fire, Police and Medical personnel. The form is filled out by a supervisor and discussed with the employee. It is used for compliance in accreditation with CALEA (Commission on Accreditation for Law Enforcement Agencies). CALEA may perform an audit going back 3 years.		755	C	Retain 3 years, then destroy

DEPT/DIVISION	TITLE	DESCRIPTION	SCHEDULE #	RDA #	TYPE	DISPOSITION
EMERGENCY COMMUNICATIONS CENTER	TRAINING MATERIAL	1985 - Material used in the training of Emergency Communications employees.		487	C	CY+10
FINANCE	ANNUAL FINANCIAL REPORTS	Reports of status of appropriations and funds for Metropolitan Government of Nashville/Davidson County.		194	C	AFTER 5 YEARS TRANSFER TO ARCHIVES
FINANCE	BOILER PERMITS	1940's - 1950's Municipal Governments - state of Georgia -1984		257	OT	DESTROY
FINANCE	BUILDING PERMITS	1940's - 1962 Shows name of owner, amount of money to be expended, type of structure, location, date and name of contractor.		262	OT	DESTROY
FINANCE	DOG TAX BOOKS	1920's - 1930's		264	OT	DESTROY
FINANCE	FINANCE DEPARTMENT RECORDS	These records were accumulated by various divisions and sections of the Old City of Nashville, Davidson County and Metro. 1917 - approx. 1974		250	OT	DESTROY
FINANCE	FINANCIAL REPORTS	Monthly, Quarterly, and Semiannual. Interim reports of status of appropriations and funds for Davidson County (prior to 1963) and Metro dating from 1963 and continuing		192	C	QUARTERLY-FY+10; MONTHLY FY+5
FINANCE	JOURNAL VOUCHERS, WARRANT REGISTERS, AND WARRANTS	1951-1982		255	OT	DESTROY

DEPT/DIVISION	TITLE	DESCRIPTION	SCHEDULE #	RDA #	TYPE	DISPOSITION
FINANCE	PLUMBERS PERMITS	1940's-1950's Permits bought in order to complete work authorized by customers. Includes date, permit number, and name of party to whom issued, location, fee, agent, tenant and work description.		261	OT	DESTROY
FINANCE	POLL TAX BOOKS	1903-1930's County Records manual for the County Trustee		260	OT	DESTROY
FINANCE	QUARTERLY REPORTS TO COUNTY JUDGE	Monthly, quarterly, and annual reports submitted by the various county officials showing revenue and fees collected, reports on persons to whom payments are due for services rendered as jurors, and as court officers. 1930's		266	OT	DESTROY
FINANCE	RECEIPT BOOKS	Duplicate receipts for revenue collected, showing from whom received, date receipt given, receipt number, amount and purpose of payment, amount credited, and signature of Trustee or deputy. 1920'2 -		259	OT	DESTROY
FINANCE	REDEEMED AND CANCELED BONDS, INTEREST COUPONS AND NOTES	1893-1949		286	OT	DESTROY
FINANCE	TRUSTEE CHECKBOOKS	Books containing stubs of checks issued by the Trustee showing check number, date issued, name of payee, amount, and purpose of payment.1907 - 1920's		256	OT	DESTROY

DEPT/DIVISION	TITLE	DESCRIPTION	SCHEDULE #	RDA #	TYPE	DISPOSITION
FINANCE	TRUSTEE'S REPORT	Records of funds received on general accounts, including such payments as poll tax, state and county taxes, interest, fees, and penalties on delinquent taxes, showing date of payment, name of payer, amount, fund collected, and balance.1940's		263	OT	DESTROY
FINANCE	USE AND OCCUPANCY PERMITS	1940's-1950's Certifies that a building complies with the minimum standards required by the Georgia Safety Fire laws. Includes building name, location, city, occupancy, classification load limitation, date issued, fee, and signature of Fire Marshall.		258	OT	DESTROY
FINANCE	WARRANTS	1920's-1950's Cancelled warrants showing date issued, warrant number, amount of warrant, name of payee, and purpose of payment.		265	OT	DESTROY
FINANCE ACCOUNTS	Bank Reconciliation Files	Files consist of copies of bank statements for a specified period, deposit slips, debit or credit memorandums, chronological listing of deposits, checks drawn on the account and a running summary of the status of the account.		368	C	Maintain 6 years, then destroy.
FINANCE ACCOUNTS	Bank Statement Files	Files consist of statements of computations of several sums drawn out or deposited in an account over a specified period.		369	C	Maintain 6 years, then destroy.
FINANCE ACCOUNTS	Board of Education Quarterly Reports	These are feeder reports which are sent to Division of Accounts, Department of Finance, quarterly.		372	C	Maintain 7 years, then destroy.

DEPT/DIVISION	TITLE	DESCRIPTION	SCHEDULE #	RDA #	TYPE	DISPOSITION
FINANCE ACCOUNTS	Bond Administrative Files	Documents relating to the financing of metropolitan projects through bonded indebtedness, including preliminary studies, legal opinions, proposals, and authorizations, certifications for issuance and cancellation, and related correspondence.		371	C	TRANSFER TO ARCHIVES
FINANCE ACCOUNTS	Bond Destruction Certificates	Disposal Certificates from the First American Trust Company, showing dates of disposal of bond/coupons.		374	C	Maintain 6 years, then destroy.
FINANCE ACCOUNTS	Bond Payment Voucher Files	These files are extra copies which are retained for reference in the Office of the Chief Accountant.1970-1990		370	OT	DESTROY
FINANCE ACCOUNTS	Bond Payment Vouchers	These are extra copies which are retained for reference by the Accountant responsible for bond administration in the Division of Accounts.		376	C	Maintain 6 years, then destroy.
FINANCE ACCOUNTS	Bond/Coupon Statement Files	Statements and related correspondence from First American Trust Company, regarding paid bonds and coupons; and statements of any represented funds.		373	C	Maintain 6 years, then destroy.
FINANCE ACCOUNTS	Check Copies	Non negotiable copies of checks issued by Metro Government. Copies include the following information: Buyer, date check number, account, voucher number, account to be charged, invoice, and date of invoice. Filed in binders and arranged by check number.		332	C	Maintain 6 years, then destroy.

DEPT/DIVISION	TITLE	DESCRIPTION	SCHEDULE #	RDA #	TYPE	DISPOSITION
FINANCE ACCOUNTS	Final Audit Files	Files consist of computer printouts, correspondence, working papers, layouts, etc., for the Comprehensive Annual Financial Report (Final audit for Metro for the fiscal year).		401	C	Maintain 7 years, then destroy.
FINANCE ACCOUNTS	Financial Statement Files	These files consist of a balance sheet, an income statement, and an equity statement, showing assets, liabilities, equity, revenues, and expenditures. Financial documentary giving operations of specified periods.		379	C	Maintain 7 years, then destroy.
FINANCE ACCOUNTS	Four Percent Fund Reports (General Fund 4% Reserve Funds)	Continuing		375	C	Maintain 7 years, then destroy.
FINANCE ACCOUNTS	General Fiscal Information Files, Accounting Files, Accounting Records, Etc.	Files consist of reports on internal control structure, business tax reports, correspondence with Third National bank, journal vouchers, time and attendance reports, similar and related information. Prior to FY 1994 - FY 1994.		380	OT	DESTROY JULY, 2001
FINANCE ACCOUNTS	Investment Data Reports	Monthly reports - schedule of investments.		400	C	Maintain 6 years, then destroy.
FINANCE ACCOUNTS	Investments Reports from Tennessee Bank, Etc.	Reports from First Tennessee Bank, national Assoc Custodian for Metro Government of Nashville and Davidson County employee Benefits Trust FD Weaver Barksdale Fixed Income.		397	C	Maintain 7 years, then destroy.
FINANCE ACCOUNTS	Invoice Summary Reports	Vendor Summary - Computer printout showing: Fund Account Number, Voucher Number, Invoice Amount, Invoice Date, Entry Date.		396	C	DESTROY WHEN OBSELETE

DEPT/DIVISION	TITLE	DESCRIPTION	SCHEDULE #	RDA #	TYPE	DISPOSITION
FINANCE ACCOUNTS	Public Financial Management, Inc.	1990-92 - continuing Review of Investment Performance.		398	C	Maintain 7 years, then destroy.
FINANCE ACCOUNTS	Repurchase Agreements - Investments	Form showing interest on investments, repurchase agreement, receivable warrant, and copy of cashier's check from First American Bank.		382	C	Maintain 7 years, then destroy.
FINANCE ACCOUNTS	Revenue Reports/Revenue by Fund Files	1986 - continuing		383	C	Maintain 7 years, then destroy.
FINANCE ACCOUNTS	Signature Authorization Files	Lists of individuals who are authorized to sign payment vouchers, purchase orders, receiving reports, and similar documents, with simple signatures as the name will appear on payment requests.		367	C	DESTROY WHEN OBSELETE
FINANCE ACCOUNTS	Single Audit Files (Grants)	Schedule of Federal and State Financial Assistance and Reports as required by the Single Audit Act of 1984 and Office of Management and Budget Circular A-128 for the Year ended.		395	C	Maintain 10 years, then destroy.
FINANCE ACCOUNTS	Summary of Payments to Vendors	Computer printouts, showing vendor's number, vendor's name, monthly totals, and year-to-date totals. Maintained by fiscal year.		381	C	Maintain 7 years, then destroy.
FINANCE ACCOUNTS	Tax Aggregate Files	Including Tax rebate files, and tax account files. 1982		399	C	Maintain 10 years, then destroy.
FINANCE ACCOUNTS	Thermal Trust Files	Investments - statements from Third National Bank, Financial Services division, (Now Sun Trust Bank) 1984		394	C	Maintain 7 years, then destroy.

DEPT/DIVISION	TITLE	DESCRIPTION	SCHEDULE #	RDA #	TYPE	DISPOSITION
FINANCE ACCOUNTS	TRUST FILES - INVESTMENTS	Reports from the Third National Bank (Sun Trust Bank), Trust and Investment Management.		403	C	Maintain 7 years, then destroy.
FINANCE ACCOUNTS	Trust Reports	1991 - continuing First Tennessee Bank		402	C	Maintain 7 years, then destroy.
FINANCE ACCOUNTS	Unclaimed Property Records	This series documents any funds or property due to another person(s) that have been unclaimed for a period of time. It includes uncashed vendor/payroll checks, uncashed refunds or overpayments, electronic payments returned by the bank, deposits, escrow accounts, and tangible unclaimed and abandoned property. Files document any unclaimed property returned to owners and remaining unclaimed funds transferred annually to custody of State Treasurer, Unclaimed Property Division. Some of the information in files is confidential and sensitive, so files in this series should be maintained as confidential.		752	C	Maintain 10 years after report is filed with State, then destroy.
FINANCE ACCOUNTS	Vendor Applications and Payables	This series documents transaction types, mailing information, tax information, and signature of persons or firms requesting refunds or reimbursements.		753	C	Maintain 3 years, then destroy.
FINANCE ACCOUNTS	Voucher Files	Paid Vouchers numbered consecutively by month, showing voucher number, date of payment, to whom paid, etc., Includes validated purchase orders, invoices from vendor, proof of payment, contracts, receiving reports, etc., as well as related documents, etc.		275	C	Maintain 6 years, then destroy.

DEPT/DIVISION	TITLE	DESCRIPTION	SCHEDULE #	RDA #	TYPE	DISPOSITION
FINANCE ACCOUNTS	Voucher Register Files	Report of vouchers by number. Includes voucher number, invoice date, account to be charged, date of voucher, gross amount, discount amount, and net amount.		333	C	Maintain 6 years, then destroy.
FINANCE ACCOUNTS	Water and Sewer Statements	(Financial statements - reports of examination of the Water and Sewer Revenue Fund). 1953-1966		393	OT	TRANSFER TO ARCHIVES
FINANCE BUDGETS	BUDGET TRANSFERS	These files detail the transfer of funds between Metro Departments.		512	C	FY+6
FINANCE CARING FOR CHILDREN	Caring for Children Case and Financial Records Indexes	CFC case records are located through several databases providing index, as well as other, data. The Kid$Trax database, in MS Access, provides unified case management and funding data from July 1, 2002 to the present. Kid$Trax is owned by the state Community Service Agencies (CSAs) as a result of coordinated development efforts. The CFCDB database, in MS Access, served as CFCs main intake database from December 2000 through June 30, 2005 and maintains demographic data and case management close of business reports. Two MS Access databases—INTAKEALL and CPS—index all non-child protective services cases (in INTAKEALL) and all child protective services cases (in CPS) from July 1998 to December 2000. Data in the INTAKEALL database is child/client specific. Data in the CPS database is family-based. Lotus Notes databases provide case information for the period 1992 through June 1998.	007	557	C	Until database indexes are no longer needed to request and retrieve Caring for Children case and financial records

DEPT/DIVISION	TITLE	DESCRIPTION	SCHEDULE #	RDA #	TYPE	DISPOSITION
FINANCE CARING FOR CHILDREN	Community Impact Initiative Records	The CII program addresses issues that place children at risk of contact with Child Protective Services, foster care, and/or juvenile court by providing face-to-face contact with the parent/caretaker and each child in the household. Case management services include home and community based intervention. The program serves families with children from the child's birth through 18 years of age. Referrals to the program are mainly from the school system, but referrals are accepted from other sources as well. The state Department of Children's Services is not involved in these cases and funding is solely from Metro government. Client folders, filed by year of birth of the youngest child/client in the household and mother/guardian's name, document the services provided. Billing and payment folders, filed by fiscal year, document vendor billing and payments to vendors for services rendered. Records may include intake paperwork, referrals forms and logs, flex requests, verifications of need, information releases, agreement-to-participate forms, initial assessment and closing assessment forms, plans of action, school and medical records, psychological information, correspondence, quarterly reports, case notes, closing summaries, check requests, unposted voucher journal reports, monthly reports, service authorizations, and bank statements.	007	558	C	Case Files: through 21st birthday of youngest child in the household Financial Files: 6 years

DEPT/DIVISION	TITLE	DESCRIPTION	SCHEDULE #	RDA #	TYPE	DISPOSITION
FINANCE CARING FOR CHILDREN	Family Crisis Intervention Team Case Records	The FCIT program assists families in developing a service plan to reduce crises, such as truancy issues, as they relate to unruly or runaway children and pre-delinquent behaviors. Records, filed by client's name and year of birth, include new referral information sheets, case notes, court documents, information releases, court authorization forms, voluntary agreements, resolution plans, referral source and follow-up forms, refusal of service forms, reports to the courts, faxes, correspondence, and case closing summaries.	007	559	C	through 21st birthday of client
FINANCE CARING FOR CHILDREN	Family Support Services Case Records	The FSS program works with families to develop plans of action based on family strengths, and provides in-home case management. FSS also brokers other services and resources needed by the family to reduce risks to children. Records, filed by year of birth of the youngest child/client in the household and mother/guardian's name, may include initial and final assessments, plans of action based on strengths and perceived weaknesses, quarterly reports, consent forms, information releases and referrals, case notes, psychological information, school records, family background, legal documents, criminal records with court orders, Juvenile Court orders, requests for services, service reports, authorizations, check requests, and receipts	007	560	C	through 21st birthday of youngest child in the household

DEPT/DIVISION	TITLE	DESCRIPTION	SCHEDULE #	RDA #	TYPE	DISPOSITION
FINANCE CARING FOR CHILDREN	Resource Management Funded Enrollment Records	The Resource Management unit manages funds allocated to Caring for Children by the state Department of Children's Services. These funds provide goods and services for children in the custody of DCS who are being served under adoptions, reunifications, independent living, transitional living, or are placed in an emergency bed. Funds are also allocated for several non-custodial programs managed by Caring for Children (such as the Family Support Services and Family Crisis Intervention programs). Resource Management authorizes funds and services and maintains multiple databases to track families and expenditures under the State's guidelines, and acts as a contract monitor who executes provider contracts, and provides quality assurance of services and approves billing. Families eligible for services are referred by staff of both Caring for Children and the state Department of Children's Services. Client folders, filed by mother/guardian name, may include copies of Standard Claim Invoices; copies of receipts with the child's name, date of birth, social security number, service code and date of service, and dollar amount; and documentation of remittances from state DCS. Client folders may also contain intake printouts, closing summaries, authorizations, statements from vendors with invoice copies, unposted voucher journal reports from FastNet, secondary copies of check requests with copies of receipts, case notes from the provider, and correspondence. Fiscal records, filed by fiscal year, may include check request records (with Standard Claim Invoices, bills, referrals from case managers, and check request forms with signature controls for accountability); remittance records; Standard Claim Invoices with line-item input from the claim forms to assess what has not been paid; bank statements and cancelled checks; and	007	561	C	6 years from program closure

DEPT/DIVISION	TITLE	DESCRIPTION	SCHEDULE #	RDA #	TYPE	DISPOSITION
		monthly reports. Records also include related service provider contracts.				
FINANCE CARING FOR CHILDREN	Specialized Services Case Records	The SS program serves non-custodial clients through 18 years of age with serious delinquency issues. The program makes recommendations to the court or DCS as a result of non-custodial assessments, home studies, or other investigative orders. Case records, filed by client's name and year of birth, may include assessment reports, school and medical records, psychological evaluations, checks for criminal records and child abuse, petitions, court orders, information releases, medical insurance information, correspondence, case manager notes, and transfer and closing summaries.	007	562	C	through 21st birthday of client
FINANCE CARING FOR CHILDREN	Training Records	Records document Caring for Children employee training, as required by state DCS at 40 hours per employee per year. Training is tracked in-house by the CFC Training Coordinator and is not tracked through the Metro HR Training Office. Records, filed by employee name, include training summaries by fiscal year, monthly on-the-job training reports completed by the employee and submitted to the CFC Training Coordinator, certificates of completion, requests for out-services training, training announcements, training plans, correspondence, and course handouts.	007	563	C	1 year after program closure

DEPT/DIVISION	TITLE	DESCRIPTION	SCHEDULE #	RDA #	TYPE	DISPOSITION
FINANCE CARING FOR CHILDREN	Transitional Living Cooperative Records	The Transitional Living Program serves clients from ages 14 through the 23rd birthday. Services might include housing, job skills, life skills, education, counseling, decision making, and transportation. Clients are all children who have been in foster care for at least one year, and who are unable to live independently for a variety of reasons. Case records, filed by client's name and year of birth, may include closure assessment forms, service provider communication forms, independent living requests for Flex Funding forms, contact logs, status reports, intake forms, mental health outpatient consultations (SF-513), and case notes.	007	566	C	through 26th birthday of client
FINANCE COLLECTIONS	DELINQUENT PERSONAL PROPERTY ASSESSMENT AND TAX ROLLS	1967 - continuing Computer printouts detailing the current uncollectible personality taxes by the Trustee's Office. Printouts are forwarded to Collections officer from Information Systems.		354	C	CY+10
FINANCE COLLECTIONS	DELINQUENT PUBLIC UTILITIES TAX FILES	These are files for uncollectible public utility taxes. Delinquent Tax Rolls have been forwarded to Collections from Information Systems since 1985. Prior system used post binders which were forwarded to Collections from the Trustee's Office yearly.		355	C	CY+10
FINANCE COLLECTIONS	DELINQUENT REAL PROPERTY AND TAX ROLLS	Record of delinquent real property tax cases, showing owner's name, property boundaries, acres, total tax due, etc.		353	C	CY+11
FINANCE COLLECTIONS	MONTHLY REPORT OF 17% BEER TAX COLLECTED FROM WHOLESALERS	1984-continuing		351	C	FY+6

DEPT/DIVISION	TITLE	DESCRIPTION	SCHEDULE #	RDA #	TYPE	DISPOSITION
FINANCE FINANCIAL ACCOUNTABILIT	Monitoring Reports	Reports and records used as input to achieve a final Audit Report.		761	C	Maintain input documents 5 years after Final Audit Report issued, then destroy.
FINANCE MANAGEMENT AND BUDGE	Annual and Quarterly Capital Reports	Annual Report produced by Finance/OMB division reflecting all active capital project accounts with budget, including quarter-end expenses and quarter-end available balance.		762	C	Annual Report permanent, transfer one copy to Metro Archives. Quarterly Reports 3 years by quarter then destroy.
FINANCE MANAGEMENT AND BUDGE	Annual Operating Budget Book	Maintained by Finance/OMB, the book documents the annual operating budget for the Metropolitan Government of Nashville & Davidson County.		763	C	Permanent. Transfer one copy to Metro Archives.
FINANCE MANAGEMENT AND BUDGE	IDCRP	Departmental Indirect Cost Rate Proposals and Cost Allocation Plans consist of documentation prepared by a governmental unit, or a subdivision thereof, to substantiate its request for the establishment of an indirect cost rate. The plan will provide cost identification, accumulation, and distribution.		759	C	Retain 6 years, then destroy.
FINANCE MANAGEMENT AND BUDGE	Local and Full Cost Allocation Plans	Metro Government's annual plan for identifying, accumulating, and allocating central service costs. It is produced by an outside, independence consultant on behalf of Finance/OMB.		760	C	Retain 6 years, then destory.
FINANCE PAYROLL	EARNING RECORDS	These individual pay records contain recorded information concerning all earning, deductions, adjustment, etc., made to each employee during a calendar year. Entries are by employee number. Report is run once a year in Jan of Feb for previous year.		253	C	Permanent

DEPT/DIVISION	TITLE	DESCRIPTION	SCHEDULE #	RDA #	TYPE	DISPOSITION
FINANCE PAYROLL	EMPLOYEE FILE FOLDERS WITHHOLDING AND DEDUCTION	Contains all documents pertaining to withholding and deduction authorizations for each employee processed through the Payroll Section.		251	C	CY+4
FINANCE PAYROLL	METRO ACTION COMMISSION 940 PRINTOUT (QUARTERLY REPORT OF WAGES BY MAC EMPLOYEES	State Unemployment Report for MAC and NCAC Employees. This quarterly report shows total wages and taxable wages for each MAC and NCAC employee.		386	C	CY+6
FINANCE PAYROLL	PAYROLL AUTHORIZATION	Separate files are maintained for hourly and salary Payroll Authorizations. 1963		252	C	CY+6
FINANCE PAYROLL	PAYROLL SUPPLEMENTS	Correspondence requesting adjustments to payroll. May include stop payment, corrections, request to void checks. Also includes payroll register for supplements.		387	C	CY+4
FINANCE PAYROLL	QUARTERLY REPORT TO IRS ON EARNINGS AND WITHHOLDINGS, DEPT. OF TREASURY FORM 941	This quarterly report for earnings and withholdings is prepared for the Department of the Treasury, Internal Revenue Service.		388	C	CY+6
FINANCE PAYROLL	SALARY PAYROLL MASTER RECORD, SALARY CHANGE REGISTER, SALARY PAYROLL REGISTER: AND HOURLY PAYROLL MASTER RECORD, HOURLY CHANGE REGISTER, AND HOURLY PAYROLL REGISTER	This is an accounting by pay period of an employees earnings, all deductions, and the check number.		254	C	CY+6
FINANCE PAYROLL	WITHHOLDING TAX STATEMENT FILES US TREASURY W2 FORMS	U.S. Treasury W-2 Forms. Prepared annually by Data Processing for Payroll office. Forms give amount of wages paid to individuals, taxes withheld, etc.		309	C	CY+6

DEPT/DIVISION	TITLE	DESCRIPTION	SCHEDULE #	RDA #	TYPE	DISPOSITION
FINANCE PUBLIC PROPERTY	TOW-IN-LOT SALES	Information relating to the sale of an unclaimed vehicles held by the Metro Tow-In-Lot. 1970's to Sept. 1990		315	OT	DESTROY
FINANCE PURCHASING	REQUEST FOR PROPOSAL	This is a special procurement process used where the normal bid process is not practicable or advantageous to Metro.		406	C	FY+6
FINANCE REAL PROPERTY	REAL ESTATE FILES	These files contain working documents related to the acquisition and deposition of land. Permanent easements, leases and fee simple acquisitions produced as a result of these efforts are recorded in the Register of Deeds Office.		516	C	10 YEARS AFTER PROJECT IS CLOSED
FINANCE TREASURER	CHECKS, CANCELED., ISSUED. BY FORMER. CITY OR METRO, ORIGINAL MCRF.	This series includes checks issued by Metro Government, check copies, check registers and related records.		318	C	CY+6
FINANCE TREASURER	CHECKS, PAYMENTS TO METRO MICROFILM	1963-1985		317	OT	DESTROYED
FINANCE TREASURER	METRO SCHOOLS LUNCH ROOM FUND DEPOSIT SLIPS Treasurer's OFFICE	Checking Deposit slips from various schools. These are accompanied by adding machine tapes, showing total of all deposits for that period. 1982 - 1988		340	OT	DESTROY
FINANCE TREASURER	WARRANT CHECK REGISTER	Report of checks issued by Metro Government, showing vendor name, voucher number, gross amount, net amount and check number.		341	C	CY+10

DEPT/DIVISION	TITLE	DESCRIPTION	SCHEDULE #	RDA #	TYPE	DISPOSITION
FIRE	ACCIDENT REPORT FILES	Includes a report on damage to a fire vehicle or property, time and date of accident, and a complete narrative as to the circumstances, names of principals and witnesses and addresses. Filed alphabetically by name of individual.		141	C	CY+6
FIRE	ADMINISTRATIVE PAPERS - FIRE CHIEFS	1966-1978		126	OT	TRANSFER TO ARCHIVES
FIRE	ALARM STATION DAILY REPORTS	1948-1951		122	OT	TRANSFER TO ARCHIVES
FIRE	ASSISTANT AND DISTRICT CHIEFS - LOG BOOKS	1962-1972		166	OT	TRANSFER TO ARCHIVES
FIRE	ASSISTANT CHIEF - WORKBOOK	1947-1957		167	OT	TRANSFER TO ARCHIVES
FIRE	BUREAU OF FIRE PREVENTION PERMANENT RECORD OF INSPECTION	All information relating to construction of building, with floor plan showing items relevant to fighting fire.1957		173	OT	TRANSFER TO ARCHIVES
FIRE	DAILY/MONTHLY REPORT OF BUILDING FIRES	Date, Time. Location, Owner/Occupant, Cause, Companies 1953		177	OT	TRANSFER TO ARCHIVES
FIRE	DIRECT PAYMENT VOUCHER AND PAID VOUCHERS REPORT FILES			136	C	FY+3
FIRE	ENGINE NUMBER 15 LOG BOOKS	Runs, Engine Repairs, Hall dues, etc. 1953-1978		134	OT	TRANSFER TO ARCHIVES

DEPT/DIVISION	TITLE	DESCRIPTION	SCHEDULE #	RDA #	TYPE	DISPOSITION
FIRE	ENGINE NUMBER 4 - LOG BOOKS, DUES, ETC.	Log Books, Dues, Runs, Gas Orders, Radio, Safety Committee Minutes, etc.1946-1976		163	OT	TRANSFER TO ARCHIVES
FIRE	ENGINE NUMBER 4, TRUCK NUMBER 3 LOG BOOKS, RADIO LOGS, ETC.	Engine # 4, Truck # 3 - Log Books, Radio Logs, Runs, etc.1965-1979		158	OT	TRANSFER TO ARCHIVES
FIRE	ENGINE NUMBER 5 LOG BOOKS	1925-1976		156	OT	TRANSFER TO ARCHIVES
FIRE	ENGINE NUMBER 9 LOG BOOK	Oct 1942 - Oct 1944		135	OT	TRANSFER TO ARCHIVES
FIRE	EQUIPMENT INVENTORIES	1975 - continuing		169	C	CY+2
FIRE	FIRE ACADEMY - INDIVIDUAL TRAINING RECORD	Showing date, subject, hours, grade and Instructor		117	C	5 YRS AFTER EMPLOYEE TERMINATION
FIRE	FIRE ACADEMY LOG BOOKS	Aug 1974 - Apr 1986		132	OT	TRANSFER TO ARCHIVES
FIRE	FIRE ALARM STATION - RADIO LOG	1968 - 1970		160	OT	TRANSFER TO ARCHIVES
FIRE	FIRE LOG BOOKS	These list date of incident, time, location, kind of building, name of caller, and similar and related information.		144	C	TRANSFER TO ARCHIVES
FIRE	FIRE LOSSES INSURANCE REPORTS	1948 - 1951		120	OT	TRANSFER TO ARCHIVES

DEPT/DIVISION	TITLE	DESCRIPTION	SCHEDULE #	RDA #	TYPE	DISPOSITION
FIRE	FLOWER FUND - NASHVILLE FIREMAN'S CREDIT UNION	1954-1956 List of Deceased to whom Flowers sent.		129	OT	TRANSFER TO ARCHIVES
FIRE	HIGHER CLASSIFICATION PAY WORKSHEET	Prepared by Fire Dept Companies and forwarded to Fire Dept Headquarters quarterly with payroll. Form is retained by Fire dept Headquarters.		181	C	FY+3
FIRE	HISTORICAL LOG BOOK OPENED JANUARY 1, 1916	Index covers 36 subjects, such as appointments, deaths, equipment, promotions, register of horses, fire station openings, etc. 1916-1929		176	OT	TRANSFER TO ARCHIVES
FIRE	HOSE TESTING AND INVENTORY	For Each Company. 1963 - continuing		121	C	CY+2
FIRE	INJURIES AND SICK LEAVE	1970 - 1973		130	OT	TRANSFER TO ARCHIVES
FIRE	INSPECTIONS, LIST OF FIRES, DAILY LOG	1933 - 1936		159	OT	TRANSFER TO ARCHIVES
FIRE	LADDER COMPANY NUMBER 1 DAILY LOG BOOKS	1937 - 1950		165	OT	TRANSFER TO ARCHIVES
FIRE	LADDER COMPANY NUMBER 2 - LOG BOOKS	1949 - 1955		164	OT	TRANSFER TO ARCHIVES
FIRE	LINE OF DUTY INJURY FILES	Record of Occupational Injury/Illness.		137	C	SAFETY COPY-CY+7; MAINTAIN COPY IN PERSONNEL FILE
FIRE	MONTHLY BULLETINS	1975 - 1978		174	OT	TRANSFER TO ARCHIVES

DEPT/DIVISION	TITLE	DESCRIPTION	SCHEDULE #	RDA #	TYPE	DISPOSITION
FIRE	MONTHLY REPORTS (TRAINING NARRATIVE)	1969 - 1978		175	OT	TRANSFER TO ARCHIVES
FIRE	NEWS CLIPPINGS, SCRAPBOOKS AND PHOTO FILES	Includes copies of news articles and photographs pertaining to the Annual Fire Prevention Week and maintained in scrapbook form. Also included are film clips and published history of the Metro/Nashville Fire Department.		206	C	TRANSFER TO ARCHIVES
FIRE	OPERATION FLAME CHECK	Program designed to give property owners and tenants a chance to ask that their property be inspected by Fire Department in conjunction with Fire Prevention Program 1957		168	OT	DESTROY
FIRE	OVERHEAD TRANSPARENCIES	Commercially Produced (Prentice-Hall) Fire Pumps, Fire Stream Practices. 1971		118	OT	DESTROY
FIRE	PAYROLL AUTHORIZATION AND PAYROLL REGISTER FILES	These separate files include employee's name and number, hours worked, gross pay, withholdings, net amount, etc.		125	C	CY+5
FIRE	PAYROLL WORKSHEET FILES	Form originates in Fire Department Companies and is maintained on a 27-day cycle. Original is forwarded to Fire Department Headquarters; copy is retained by company.		142	C	CY+3
FIRE	PERSONNEL TRAINING FILES	School reports - Daily in-service training record for sessions conducted at each hall. Accumulated monthly. Individual grades posted to Attendance record and personnel File.		124	C	CY+5
FIRE	PROPOSED METRO CHARTER, ETC.	Annual Report, Log Books, 1927-1971		183	OT	TRANSFER TO ARCHIVES

DEPT/DIVISION	TITLE	DESCRIPTION	SCHEDULE #	RDA #	TYPE	DISPOSITION
FIRE	PUMPER SERVICE TEST RESULTS	1974-75 - 1976		119	OT	DESTROY
FIRE	RECEIVABLE WARRANT FILES	Prepared by Fire Dept and forwarded to Treasurer's Office.		182	C	CY+3
FIRE	RECRUIT SCHOOL RECORDS	List include, participants, covered material, and test grades. Through September 1978		116	C	CY+5
FIRE	REPAIRS OFFICER	Log book of repairs to apparatus and facility. 1957-1970		131	OT	TRANSFER TO ARCHIVES
FIRE	REPORT OF FIRE CALLS, INSPECTIONS, FIRE LOSS	(Appears to be data for annual report) 1974 - 1975		178	OT	TRANSFER TO ARCHIVES
FIRE	REQUEST FOR OVERTIME/COMP TIME	Prepared by Fire Department Companies and forwarded to Fire Dept headquarters, where Request is retained (Internal Form)		139	C	CY+3
FIRE	REQUISITION FOR PURCHASE	Continuing		205	C	FY+5
FIRE	REQUISITION ON STOREKEEPER	1945-46 - 1956-57		171	OT	DESTROY
FIRE	REQUISTION TO PURCHASING AGENT	1956 - 1958		170	OT	DESTROY
FIRE	SPECIAL REPORTS	1954, 1955- 1960 Leave and Vacation Requests, Miscellaneous Damage to equipment, etc.		123	OT	DESTROY

DEPT/DIVISION	TITLE	DESCRIPTION	SCHEDULE #	RDA #	TYPE	DISPOSITION
FIRE	TRAINING CENTER LOG BOOKS	Aug 1968 - Oct 1983		133	OT	TRANSFER TO ARCHIVES
FIRE	TRAVEL AUTHORIZATION FILE	(Change of Work Location During Assigned Shift) Form originates in Fire Department Headquarters. Original is sent to Mayor's Office; copy is retained in preparing office.		140	C	CY+3
FIRE	TRAVEL AUTHORIZATION FILE	Pink and Buff (3rd and 4th) copies of a set of four. Filed by fiscal year and hereunder alphabetically by name of individual. One copy may be attached to Claim for Travel Reimbursement.		145	C	CY+3
FIRE	TRAVEL EXPENSE REIMBURSEMENT FILE	Consists of retained copies of Claims for Traveling Expenses, receipts, and other supporting papers necessary to document expenses incurred by employee travel. Filed be fiscal year, then alphabetically by employee's name.		143	C	CY+3
FIRE	TRUCK NUMBER 2, LOG BOOKS	1946-1962		162	OT	TRANSFER TO ARVHIVES
FIRE	TRUCK NUMBER 3, LOG BOOKS, HALL DUES, ETC.	Jan 1954 - Dec 1979		161	OT	TRANSFER TO ARCHIVES
FIRE	TRUCK NUMBER 4, TRUCK DAILY LOG BOOK	Apr 1960 - Jun 1961		157	OT	TRANSFER TO ARCHIVES
FIRE	TWO-WEEKLY TIME BOOK	(Obsolete Record) 1948-1977		172	OT	TRANSFER TO ARCHIVES
FIRE	VITAL STATISTICS	Appointments, Births, deaths, Equipment, etc. 1953-1970		128	OT	TRANSFER TO ARCHIVES

DEPT/DIVISION	TITLE	DESCRIPTION	SCHEDULE #	RDA #	TYPE	DISPOSITION
FIRE Emergency Medical Service	Deposits and Correspondence	This series documents a private vendor's fee collection activities for services performed by the Emergency Medical Services division of the Nashville Fire Department. It includes bank detail, copies of checks, insurance explanation of benefits, correspondence including some patient health information, patient names, date of birth, addresses, phone numbers, social security numbers, insurance companies and subscriber id numbers.	034	723	C	Maintain 6 years, then destroy.
FIRE Emergency Medical Service	Dispatch Card (Data Control Information Card)	Completed by dispatcher, sent to Data Processing and from there to EMS Division for filling. Card serves as a permanent dispatch log also, as a cross reference to original copies of EMS Division Run Sheets.	034	74	O	Maintain 10 years, then destroy.
FIRE Emergency Medical Service	Fire Suppression Dispatch Cards (First Responder Call)	Completed by Dispatcher, sent to Fire Marshal's office, then forwarded to EMS Division Headquarters.. Serves as proof of dispatch of a First Responder Engine. Records are not used for any other purpose.	034	276	O	Maintain 4 years, then destroy.
FIRE Emergency Medical Service	First Responder Medical Records	Document completed by First Responder EMI to describe patient complaint, history, assessment, and treatment. It also includes a place for the patient to refuse treatment.	034	321	C	Maintain 6 years, then destroy.
FIRE Emergency Medical Service	Refunds	This series documents refunds and adjustments made by a private vendor during their collection activities. It includes correspondence, patient’s name, date of birth, social security numbers, addresses, and banking and insurance information.	034	724	C	Maintain 6 years, then destroy.

DEPT/DIVISION	TITLE	DESCRIPTION	SCHEDULE #	RDA #	TYPE	DISPOSITION
FIRE Emergency Medical Service	Rescue Run Reports	Completed by personnel assigned to rescue functions. Serves as proof of dispatch of rescue vehicles.	034	323	O	Maintain 4 years, then destroy.
FIRE Emergency Medical Service	Run Sheet - Yellow Copy	This file contains information of assistance provided by EMT or Paramedics.	034	73	O	DESTROY AFTER 4 MONTHS
FIRE Emergency Medical Service	Run Sheets	Forms are numbered by the Julian date, which becomes the account number, for example: 96-001-013-1. Forms are used for records and billing.	034	349	C	Maintain 6 years, then destroy.
FIRE Emergency Medical Service	Stand-by and Squad Cards	Stand-by and Squad cards. 3 1/2"x 7 1/2" green card filled out by dispatcher in Communications Center. Jan 1988 - continuing	034	347	O	Maintain 1 year, then destroy.
FIRE Fire Marshal's Office	FIRE INCIDENT REPORT FILES	A record of fire incidents which includes incident number, date, alarm time, address of fire, owner's name, etc.		138	C	CY+50
FIRE Fire Marshal's Office	FIRE SAFETY INSPECTION REPORT FILES	A yearly or periodic inspection of all public and commercial establishments by the Fire Marshal.		127	C	CY+5
FIRE PREVENTION	Permits	This records series documents a renewable application form issued by Fire Prevention for an event, structure or action which may be for one day to one year. It lists the type of permit (Special Event, Tents, Pyro, Blasting, Concession Trailers, LPG, etc.,), the location, the issue and expiration date, and to whom the permit number is authorized to. It also states the permit holder must comply with all applicable codes, is non-transferable and must be placed in a conspicuous place.		789	C	Keep 3 years after year of expiration date (CY+3) then destroy.

DEPT/DIVISION	TITLE	DESCRIPTION	SCHEDULE #	RDA #	TYPE	DISPOSITION
FIRE PREVENTION	Reviewed Plans	This record series consists of proposed construction plans submitted to the Fire Marshal's Office for approval. They may encompass architectural, mechanical, electrical, plumbing, sprinkler systems, and/or civil access. They may be for new construction or additions. The plans are reviewed for adherence to the 2006 International Fire Code adopted by Metro ordinance No. 2008-350. After review a signed stamp is affixed to the plans and a comment sheet is attached. The plans are then forwarded to further departments for approval, and lastly out to the job site for the Fire Inspectors to verify compliance. The Reviewed Plans are stored in accordance with TN ST Fire Building Construction Safety Standards audit review schedule (TCA 68-120 101 4 A) made by the State Fire Marshal at least once every three (3) years. After construction and the audit review these plans are no longer needed.		758	C	3 years, then destroy
GENERAL SERVICES ADA	ADA Construction Drawings	Closed project drawings or plans used in the construction of playgrounds, greenways, new facilities that contain ramps, elevators, restrooms, parking & path of travel requirements (as example) to insure compliance with the Americans with Disabilities Act. The plans are unique to the Metro ADA office, but other agencies may have copies.		793	C	For administrative use and review, retain 3 years from closure date.
GENERAL SERVICES ADA	ADA Project Files	Closed filings regarding projects that may or may not be associated with a particular drawing, however the information contained is used to insure compliance with the Americans with Disabilities Act. The project files are generated by the Metro ADA office, but may be shared with other agencies.		794	C	For administrative use and review, retain 3 years from closure date.

DEPT/DIVISION	TITLE	DESCRIPTION	SCHEDULE #	RDA #	TYPE	DISPOSITION
GENERAL SERVICES DESIGN CONSTRUCTION	Close-Out Documents	The General Contractor provides these documents at the end of a project. They include certificates of completion, permits, maintenance manuals, warranties, and inspection reports.		775	C	Retain 20 years after completion of project, then destroy.
GENERAL SERVICES DESIGN CONSTRUCTION	Interior Project Files	These are files for interior renovation projects only. These would include color boards, furniture selections and purchase orders, finish selections and project schedules.		776	C	Retain 10 years after completion of project, then destroy.
GENERAL SERVICES DESIGN CONSTRUCTION	New and Renovation Construction Drawings	These are architectural drawings that include a set developed before construction begins and the post submission of the "as-built" drawings that include any changes after construction is completed or a renovation is completed.		778	C	Retain for life of the building as owned by Metro. Older drawing sets can be destroyed after one year after comparison with new drawing sets.
GENERAL SERVICES DESIGN CONSTRUCTION	Previously Owned or Leased Metro Property Projects	These documents will include architectural drawings and project manuals for buildings that Metro has either sold or moved out of and the lease has been terminated.		777	C	Retain 3 years when not requested upon termination, then destroy.
GENERAL SERVICES DESIGN CONSTRUCTION	Project Manuals	These are binders the General Contractor provides that list all of the products that will be used on a project. They include cut sheets and specifications, and may include actual sample submittals.		774	C	Retain 20 years after completion of awarded project, then destroy.
GENERAL SERVICES MOTOR POOL	JOB ORDERS	This is a hand written record of all work performed on a vehicle and includes all parts that are used. 1985 - continuing		474	C	CY+3

DEPT/DIVISION	TITLE	DESCRIPTION	SCHEDULE #	RDA #	TYPE	DISPOSITION
GENERAL SERVICES MOTOR POOL	MONTHLY ORDERS	This is a detailed accounting of charges to departments for the use of vehicles. 1985 - continuing		475	C	CY+3
GENERAL SERVICES MOTOR POOL	WORK ORDERS	This is the computer generated record of all service performed on a vehicle. All work orders are maintained in a folder for that particular vehicle. 1990 - continuing		476	C	DESTROY AFTER VEHICLE IS SOLD AT AUCTION
GENERAL SESSIONS COURT PROBATION	PROBATION CASE MANAGEMENT FILES - DUI	These are case management files that document the history of DUI offenders on probation. The series includes copies of various court records, Probation Officer Progress Reports, Certificates of Program Completion, and Intake Interview forms.	021	674	C	CY+3
GENERAL SESSIONS COURT PROBATION	PROBATION CASE MANAGEMENT FILES - REGULAR	These are case management files that document the history of criminal offenders (not DUI) on probation. The series includes copies of various court records, Probation Officer Progress Reports, Certificates of Program Completion, and Intake Interview forms.	021	675	C	CY+3
GENERAL SESSIONS COURT TRAFFIC SCHOOL	ATTENDANCE RECORDS	This series documents a persons' attendance in traffic safety classes following a traffic violation. The series includes a roster/docket for each class, individual attendance slips, and a test sheet for first offender classes.	027	701	C	Maintain 3 years and destroy.
HEALTH	AIR QUALITY CONTROL PUBLIC HEARING FILES	Included are public hearing notices, record transcripts, statements submitted at the hearing, and similar and related documents.	029	197	C	PERMANENT

DEPT/DIVISION	TITLE	DESCRIPTION	SCHEDULE #	RDA #	TYPE	DISPOSITION
HEALTH	ANNUAL REPORTS	Reports from each division of the Metro Health department, outlining data on functions of the division.	029	236	C	PERMANENT
HEALTH	APPLICATION FOR MASSAGE PARLOR OPERATOR'S LICENSE	Files contain, for each applicant, a copy of the application, copy of license with photograph, and any related documents and correspondence.	029	245	C	CY+3
HEALTH	APPLICATIONS FOR CERTIFIED COPIES OF CERTIFICATES OF BIRTH	Metro Health Department Form 202-06-006	029	234	C	CY+1
HEALTH	APPLICATIONS FOR TRUE COPIES OF CERTIFICATES OF DEATH	Metro Health Department Form 202-06-006	029	233	C	CY+1
HEALTH	ATTENDANCE RECORDS	These are daily, weekly, monthly, and annual records of employee's job attendance and hours worked, indicating employee's name, date, days of the week on the job, hours worked, and leave taken. The attendance record is forwarded to Personnel weekly.		47	Inactive	CY+3
HEALTH	ATTENDANCE RECORDS	These are employee records of job attendance and hours worked. Form shows employee's name, date, days of the week on the job and leave taken.	029	231	C	CY+3
HEALTH	BAD DEBT FILES	Files contain bad debt forms and correspondence.	029	58	C	CY+6

DEPT/DIVISION	TITLE	DESCRIPTION	SCHEDULE #	RDA #	TYPE	DISPOSITION
HEALTH	BLOOD LEAD FILES	Correspondence, reports, forms, etc..\, pertaining to childhood lead poisoning prevention program, and other programs concerning blood lead poisoning.		212	C	Destroy when no longer needed
HEALTH	BRIDGES TO CARE FILES	File contains a copy of application for Bridges to Care and income/residency verification. This program provides access to affordable healthcare to Davidson County's unisured population.	029	708	C	CY+3
HEALTH	BUDGET FILES	Documents relating to the preparation, development, review, justification, submission, and approval of the budget for the Metro Health Department. Included are reports, charts, schedules, justifications, estimates, and similar information.	029	196	C	FY+15
HEALTH	CITIZENS' COMPLAINTS	Consisting of complaints and follow-up reports.	029	211	C	CY+3
HEALTH	CIVIL SERVICE MEDICAL EXAMINATION FILES	Documents relating to medical examination of persons seeking employment with Metro. Included are reports of medical examination, reports of medical examination, reports of medical history, and similar and related documents.	029	78	C	PERMANENT
HEALTH	COMMODITY SUPPLEMENTAL FOOD PROGRAM RECORDS AND REPORTS	Forms are used to obtain certification information on applicants for CSF Programs, to show how much food each family is issued each month, to report to USDA the inventory on hand, and similar and related records.	029	43	C	FY+3

DEPT/DIVISION	TITLE	DESCRIPTION	SCHEDULE #	RDA #	TYPE	DISPOSITION
HEALTH	CONTINUOUS MONITORING STRIP CHARTS AND HIGH VOLUME FILTERS	Records used in the Evaluation of Emissions.	029	202	C	CY+5
HEALTH	DAILY INTERVIEW LOG	STD Interview record prepared at time of interview - a work sheet.	029	72	C	DESTROY WHEN NO LONGER NEEDED
HEALTH	DAILY REPORTS OF MILEAGE	Records of field personnel.	029	70	C	CY+3
HEALTH	DENTAL X-RAY FILM FILES	Large X-Rays which are filed in negative preservers separately from the Patient dental Files. Radiology reports are not filed in the Patient Dental File. Current procedure: Small X-Rays are filed in the Patient Dental File.	029	53	C	CY+4
HEALTH	DIRECTOR'S SUBJECT FILE	Documents relating to all areas of responsibility and interest of the Director of the Metro Health Dept. Included are: correspondence, memorandums, forms, pamphlets, legal documents, etc.., necessary to establish policy and procedures governing the an	029	42	C	PERMANENT
HEALTH	DRUG REQUISITION	Showing item, quantity on hand, quantity requested, quantity issued, size and in some instances the cost.	029	241	C	CY+7
HEALTH	EMPLOYMENT APPLICATION FILES	(Does not include applications which are filed in Individual Personnel Files of employees selected for employment)	029	63	C	DESTROY AFTER 25 MONTHS
HEALTH	HOMEMAKER PROGRAM FILES	1974- 8/31/1978		224	OT	TRANSFER TO ARCHIVES FOR REVIEW

DEPT/DIVISION	TITLE	DESCRIPTION	SCHEDULE #	RDA #	TYPE	DISPOSITION
HEALTH	IMMUNIZATION CONSENT RECORDS	These are immunization consent forms for certain vaccines. Included: Mumps and Rubella, Diphtheria, Tetanus, pertussia, OPV, Polio and Oral Vaccine; Influenza, Cholera, Typhoid, Yellow Fever.	029	51	C	CY+10
HEALTH	IMMUNIZATION RECORD CARD FILES	These are cards containing information about immunizations and dates administered to each patient.	029	75	C	CY+10
HEALTH	INDIVIDUAL EMPLOYEE PERSONNEL FOLDERS	Documents pertaining to the administration of individual employees which are included in the official personnel folders of the Metro Department of Personnel and the Employee Benefit Board.	029	240	C	PERMANENT (SCANNED)
HEALTH	INDUSTRY FILES	These files are created as a result of daily, weekly or monthly visits made by inspectors from the Bureau of pollution Control to Davidson County companies to verify compliance with the TN Air Quality Act and Chapter 4, Air Pollution Control, Metro Code	029	207	C	PERMANENT
HEALTH	LABORATORY LOG BOOK FORM	Obsolete. This form shows name of clinic, patient's name, specimen condition, etc.		229	OT	DESTROY
HEALTH	LABORATORY-REFRIGERATION TEMPERATURE CHART	1988		221	OT	DESTROY
HEALTH	LEAD POISONING CONTROL SURVEY FILES	Computer Printout	029	201	C	DESTROY WHEN NO LONGER NEEDED

DEPT/DIVISION	TITLE	DESCRIPTION	SCHEDULE #	RDA #	TYPE	DISPOSITION
HEALTH	MEDICAL PRESCRIPTION FILES	Documents relating to medical prescriptions which aciculate in pharmacies. Included are bulk drug orders, prescriptions for narcotic drugs, ethyl alcohol, and similar prescriptions and documents.	029	225	C	CY+7
HEALTH	MEDICARE/MEDICAID ACCOUNTING RECORD	Files contain such records as Credits Receivable, Accounts Receivable, Reports, Lists of Deposits, and similar and related documents.	029	57	C	CY+5YRS AND 3 MONTHS
HEALTH	METRO AUTOMOBILE EMISSIONS TESTING PROGRAM	Records of the federally mandated emissions inspection program. Testing became mandatory Jan. 1, 1985. Prior to Jan 1, 1985, vehicle emission testing was voluntary.	029	204	C	CY+5
HEALTH	METRO HEALTH DEPARTMENT MONTHLY TABULATION REPORT	(Discontinued report) Sept 1987		71	OT	DESTROY
HEALTH	MONTHLY READING FILES	Copies of outgoing communications, arranged	029	203	C	CY+5
HEALTH	MONTHLY REPORTS	Reports for each division of the Metro Health Department, giving statistical data on functions of the division.	029	237	C	CY+5
HEALTH	PATIENT ENCOUNTER RECORDS	This form is used to record the patient's visit and services rendered for billing purposes.	029	223	C	BUSINESS OFFICE COPY-CY+5; CLINIC COPY-CY+1

DEPT/DIVISION	TITLE	DESCRIPTION	SCHEDULE #	RDA #	TYPE	DISPOSITION
HEALTH	PATIENT IMMUNIZATION MASTER LIST FILE	Computer printout by patient name of all immunizations given prior to Sept 1, 1987. After Sept 1, 1987, data was entered in a new computer system and records are retrieved from the computer.		226	OT	DESTROY
HEALTH	PATIENT MEDICAL RECORD FILES	Included are medical forms, correspondence and related documents, covering a variety of diagnostic, support and treatment programs pertaining to the personal health of Nashville/Davidson County residents.	029	56	C	CY+10 -Adult files; CY+19 Juvenile files
HEALTH	PATIENT TREATMENT X-RAY FILES	Includes both positive and negative X-rays. Results of X-rays (Radiological Reports) are filed in Patient Medical Record Files.	029	69	C	CY+4
HEALTH	PATIENT TREATMENT X-RAY FILES (CIVIL SERVICE CLINIC)	Includes both positive and negative X-Rays. Results of X-Rays are filed in Patient Medical Record Files.	029	219	C	CY+7
HEALTH	PATIENTS DAILY LOG	Obsolete - used for statistical purposes only. (Yellow and white copies)		244	OT	DESTROY
HEALTH	PAYROLL AUTHORIZATION AND PAYROLL REGISTER FILES	Includes employee's name and number, hours worked, gross pay, withholdings ad net amount. Filed chronologically by pay period and thereunto alphabetically by employee's name.	029	198	C	CY+10
HEALTH	PERMIT FOR FINAL DISPOSITION OF HUMAN REMAINS	(Transits, cremations, disinterment, etc.)	029	230	C	CY+3
HEALTH	PERSONNEL APPLICANT CARD FILES	(Used for record-keeping purposes only)	029	238	C	CY+3

DEPT/DIVISION	TITLE	DESCRIPTION	SCHEDULE #	RDA #	TYPE	DISPOSITION
HEALTH	PERSONNEL APPLICANT FILES	Documents pertaining to persons seeking employment. Included are applications and related correspondence.	029	232	C	SELECTED-FILE IN PERSONNEL FOLDER;NOT SELECTED HOLD 6 MONTHS
HEALTH	PHARMACY LOG	Showing patient's name, birth date, drug frequency, pharmaceutical charges, etc.	029	220	C	CY+7
HEALTH	PROVIDER BILLING FOR DENTAL SERVICES	(Medicaid - Title XIX)	029	228	C	CY+3
HEALTH	RECEIPT BOOK FILES (DEPARTMENT WIDE)(EXCEPT DOG POUND)	Stubs or carbon copies of original receipts issued for payment of fees. Shows receipt of money collected and deposited into various Health Dept funds.	029	200	C	FY+5
HEALTH	RECEIPT BOOK FILES (DOG LICENSE)	Stubs or carbon copies of original receipts issued for payment of fees collected for Dog License.	029	209	C	FY+5
HEALTH	RECEIPT BOOK FILES (DOG POUND)	Stub or carbon copies of original receipts issued for payment of fees collected by the Dog Pound.	029	210	C	FY+5
HEALTH	RECEIPT FILES HEALTH CARD	Retained copies of receipts of Health card.	029	60	C	CY+5
HEALTH	RECEIPT FILES YELLOW FEVER	Retained copies of receipts for the administration of Yellow Fever Vaccine.	029	59	C	CY+10
HEALTH	RECEIPTS FOR RABIES VACCINATION	(Cats and other animals not required to be licensed)	029	208	C	FY+5

DEPT/DIVISION	TITLE	DESCRIPTION	SCHEDULE #	RDA #	TYPE	DISPOSITION
HEALTH	REFERENCE PAPER FILES	Documents used to facilitate, control, or supervise the performance of a specific function, process or action, as distinguished from those official records used for documenting performance of a function, process, or action.	029	80	C	DESTROY AFTER NO LONGER NEEDED
HEALTH	REFERENCE PUBLICATION FILES	Copies of publications, such as catalogs, periodicals, brochures, reports, annuals, etc., issued by any element of the Federal Government, other states, cities, counties, and private concerns maintained for reference. This includes microfilm/microfiche.	029	48	C	DESTROY WHEN NO LONGER NEEDED
HEALTH	REQUESTS FOR LEAVE	This form is completed by employees applying for leave and posted to the Attendance Record.	029	46	C	CY+3
HEALTH	REQUISITIONS FOR PURCHASE	(Supplies, Publications, Equipment, Blank Forms, etc.)	029	217	C	FY+1
HEALTH	SANITATION INSPECTIONS OF DAY CARE CENTERS...	Day Care Centers, Hotels, Pools, Massage and Tattoo Parlors.	029	247	C	SWIMMING-CY+2; OTHERS-CY+1
HEALTH	SEXUALLY TRANSMITTED DISEASE CASE FILES0	(Confidential) (Except Aids) Includes requests for examination and treatment, patient encounter records, contact records, and venereal disease reports.	029	62	C	CY+10
HEALTH	STOREROOM REQUISITIONS	(Supplies, etc.)	029	227	C	CY+2
HEALTH	TRANSPORTATION MANIFEST/FORM HCFA 1500	This series documents requests from Tenn. Care clients for health related transportation and the subsequent bill to the Managed Care Organization.	029	423	C	CY+5

DEPT/DIVISION	TITLE	DESCRIPTION	SCHEDULE #	RDA #	TYPE	DISPOSITION
HEALTH	TUBERCULOSIS SKIN TEST SUMMARY CARDS	Index Cards - Maintained alphabetically on each patient tested for tuberculosis.	029	77	C	CY+5
HEALTH	VACANT POSITION LISTING	(Computer Printout) Updated weekly and distributed to all offices in the Metro Health Department, announcing position vacancies.	029	235	C	DESTROY WHEN NO LONGER NEEDED
HEALTH	VENDOR FILES, PURCHASE ORDERS	Requisitions, Voucher Files, and related documents and correspondence.	029	50	C	CY+6
HEALTH	VENEREAL DISEASE LABORATORY REPORTS	(Syphilis & Gonorrhea) Green Copy: Sexually Transmitted Diseases Clinic - Yellow and Pink Copies: Investigator	029	79	C	ADULTS CY+10
HEALTH	VITAL RECORDS RECEIPTS	(Birth and Death Records)	029	61	C	DESTROY AFTER 3 MONTHS
HEALTH	WIC PROGRAM REPORTS	Computer and microfiche reports currently being maintained and similar and related reports which may be maintained in the future.	029	76	C	CY+3
HUMAN RELATIONS	Complaint Files	This series documents inquiries and investigation of possible illegal discrimination violations of civil rights laws, including Title VI. These records include intake and complaint forms, service letters for complainants and respondents, and other records and correspondence as necessitated by the process.	036	751	C	Maintain 5 years after the close of the investigation, then destroy.

DEPT/DIVISION	TITLE	DESCRIPTION	SCHEDULE #	RDA #	TYPE	DISPOSITION
HUMAN RESOURCES BENEFITS	101 Injury On Duty Claim Form	This records series represents the documented claim of an employee that they have been injured or sustained an illness due to their employment with Metro Nashville Government. The completion of the 101 - IOD Claim Form does not necessarily imply that the claim was accepted by Metro for the purposes of medical coverage and/or IOD paid time for workplace absence. The 101 - IOD Claim Form provides the employee's name and address, the employee's department, a description of the incident that caused the injury or illness, any medical treatment or diagnosis received, an investigative section to be completed by the supervisor and department Safety Coordinator, and any action taken by the department.		790	C	Based on OSHA regulations pertaining to workplace exposure claims, the Metro 101 – IOD Claim Forms shall be kept through the current year the form was completed, plus 35 years; then securely destroyed.
HUMAN RESOURCES BENEFITS	Annual Enrollment	This records series documents the annual enrollment choices of Metro employees. It includes Election Forms, Beneficiary Forms, Opt-Out Forms, Confirmation Statements, Medicare Cards, and other similar employee information.		782	C	Maintain 7 years after renewal, then destroy.
HUMAN RESOURCES BENEFITS	Disability Compliance	This records series documents an employee's compliance with the rules and regulations of being granted disability status. It includes Social Security Disability Insurance paperwork, Return to Work Forms, Disability Questionnaires (Outside Allowable Earnings), IRS Forms 4506-T, SSA-7004 Forms, Salary Supplement Forms, Vocational Case Management Agreement, various correspondence including but not limited to non-compliance and income verification.		783	C	For administrative purposes maintain documents 10 years based upon the application of, the establishment of, and or the conclusion of, disability status, then destroy.

DEPT/DIVISION	TITLE	DESCRIPTION	SCHEDULE #	RDA #	TYPE	DISPOSITION
HUMAN RESOURCES BENEFITS	General Benefit Documents	This records series contains Pension (Service, Survivor) paperwork that has been scanned into an electronic storage system. It includes all required documents, including but not limited to Birth Certificates, Medicare Cards, Pension amounts, Opt-Out information, Beneficiary information, Death Claim forms, Death Certificates, IOD Death Benefit documents, Pension Contribution Refunds, and Eligible Change In Status forms (including Domestic Partnership).		785	C	Maintain 50 years from scan date based on life expectancy and administrative purposes, then destroy.
HUMAN RESOURCES BENEFITS	Termed Benefit Files	This records series verifies the benefits due to Metro employees who have terminated. It includes deferred vested employee information, vested employee information, and Connection Of Service forms.		784	C	Based upon life expectancy, maintain information 60 years from termination, then destroy.
HUMAN RESOURCES CIVIL SERVICE BOARD	Civil Service Commission / Agenda Packets	This record series of documents presented to the Civil Service Commission is recorded into minutes for the purpose of maintaining diverse information, which may pertain to Metropolitan Employees regarding general employment practices. It may also contain other documented material that could include sensitive and/or medical information obtained when hiring applicants or for an employee appeal process. Documents having sensitive information that is protected by HIPPA shall be dealt with in a confidential manner.		787	C	For administrative purposes, documents are to be maintained for a period of seven (7) years, and then destroyed.

DEPT/DIVISION	TITLE	DESCRIPTION	SCHEDULE #	RDA #	TYPE	DISPOSITION
HUMAN RESOURCES EMPLOYEE BENEFIT BOARD	MEDICAL INS. CLAIM FORMS (1977 - 1986	Copies prepared by Employee Benefit Board and furnished the former administrator of Metro's self-insured Medical Programs. John Hancock Mutual Life Insurance Company for the purpose of initiating the payment of health benefit claims to Metro employees.		310	OT	DESTROYED
HUMAN RESOURCES PERSONNEL	ABOLISH LIST FILE	A file for each eligible list that has been abolished by the Civil Service Commission, In each file there is an eligible list and a sample of the letter which was sent to each person on the list.		274	Inactive	RDA ABOLISHED
HUMAN RESOURCES PERSONNEL	APAF (APPLICANT PROGRESS ANALYSIS FORM)	Files a log that tracts applicants from the date they apply for a classification to the date they go on the eligible list.		272	Inactive	RDA ABOLISHED
HUMAN RESOURCES PERSONNEL	APPLICATIONS FOR NON PUBLIC SAFETY EMPLOYMENT	Employment Applications		490	C	FY+1
HUMAN RESOURCES PERSONNEL	APPLICATIONS FOR PUBLIC SAFETY EMPLOYMENT	Employment Applications		489	C	FY+2
HUMAN RESOURCES PERSONNEL	COPIES OF ELIGIBLE LIST	Retained copy of each eligible list that is sent to the other departments.		273	Inactive	RDA ABOLISHED
HUMAN RESOURCES PERSONNEL	DOCUMENTED ELIGIBLE LIST	This list is returned by the department to the Division of personnel when someone has been hired off the list.		268	Inactive	RDA ABOLISHED

DEPT/DIVISION	TITLE	DESCRIPTION	SCHEDULE #	RDA #	TYPE	DISPOSITION
HUMAN RESOURCES PERSONNEL	Employee Files Scanned Misc. Documents	This records series contains the paperwork for a variety of Metro Employee Personnel documents that have been scanned into an electronic storage system. It will include all required documents, including but not limited to New Hire paperwork, employee performance evaluations, training acknowledgment forms, employee transmittal forms, educational forms/transcripts, correspondence and disciplinary documents.		788	C	Maintain 70 years from scan date based on life expectancy and administrative purposes, then destroy.
HUMAN RESOURCES PERSONNEL	ENTRANCE EMPLOYMENT APPLICATIONS	These are the applications that have been filed for each classification for the Announced List and for the Continuous List.		270	Inactive	RDA ABOLISHED
HUMAN RESOURCES PERSONNEL	INDIVIDUAL EMPLOYEE PERSONNEL FOLDER	These files consist of an official personnel folder for each employee of Metropolitan Government maintained by the Department of Personnel, and the Department to which the employee is assigned.		389	C	RECORD COPY CY+40 UPON SEPARATION OF EMPLOYEE FROM METRO; DEPT. CY+5
HUMAN RESOURCES PERSONNEL	INTERVIEW SHEETS	These are the score sheets for interview for each applicant who interviewed for the position.		267	Inactive	RDA ABOLISHED
HUMAN RESOURCES PERSONNEL	PROMOTIONAL APPLICATION FORMS	These are the permanent applications which are filed by employees for promotional announcements.		269	Inactive	RDA ABOLISHED
HUMAN RESOURCES PERSONNEL	RECRUITMENT FOLDERS	This series documents the hiring of employees for Metro Government. A listing of various documents that might be included is attached.		488	C	FY+3

DEPT/DIVISION	TITLE	DESCRIPTION	SCHEDULE #	RDA #	TYPE	DISPOSITION
HUMAN RESOURCES PERSONNEL	TEST ANSWER SHEETS	These are the Test Answer sheets for each applicant who has taken the written examination.		271	Inactive	RDA ABOLISHED
HUMAN RESOURCES PERSONNEL	VETERANS CASE FILES	Documents relating to veterans who have requested assistance. Included are various VA and other Federal forms used in requesting this assistance. Files are arranged alphabetically by the name of veteran. undetermined - 1970's		218	OT	DESTROY
HUMAN RESOURCES TRAINING	Training Material	This records series will include various packages of training topics and teaching materials that have been used in the delivery of Metro class courses. They will cover supervisory/management classes, mandatory classes, on-line training and general development courses. It will also include signed rosters to verify attendance, date and time. Other documents pertaining to training material may be included such as notes for trainers and statistics. Completion of a course will be recorded in an employee's electronic training database.		805	C	Keep 7 years after date of participation and course relevance, then destroy.
INFORMATION SYSTEMS	FINANCE DEPARTMENT RECORDS	Records accumulated by several divisions and sections of the Old City of Nashville, Davidson County, and Metro. Included are Check Registers, Investment Detail, Purchase Orders, Savings Reports, Voucher Registers, etc.		305	OT	DESTROYED
INFORMATION TECHNOLOGY SERVICES	BILLING PRINTOUTS (IN BINDERS)	(Copies of Customer's Monthly bills and detail)		295	C	CY+2
INFORMATION TECHNOLOGY SERVICES	BUDGET WORKSHEETS	Manual and PC - Administrative Staff, Management - All sections of Data Processing.		304	C	FY+3

DEPT/DIVISION	TITLE	DESCRIPTION	SCHEDULE #	RDA #	TYPE	DISPOSITION
INFORMATION TECHNOLOGY SERVICES	CASH FLOW REPORT	Weekly Cash Sheets for Management to determine cash balance as expenditures are made - Administrative Staff.		301	C	HOLD 6 MONTHS
INFORMATION TECHNOLOGY SERVICES	COMPENSATORY TIME REPORTS	Reports received the middle of each month. Used to verify compensatory time earned and used from Time Sheets and Time Cards. Prepared by Typist Clerk III.		303	C	CY+6
INFORMATION TECHNOLOGY SERVICES	CONTRACTS	Contracts to which the Metropolitan Government (Data processing and Computer Services) is a party. Files include invitations to Bid, copies of contracts, and related documents and correspondence.		291	C	CY+3
INFORMATION TECHNOLOGY SERVICES	CORRESPONDENCE FILES	These consist of correspondence to and from vendors and Metropolitan Departments/Agencies - Division Wide - Administrative Support Staff. These files do not contain correspondence establishing policy or precedent.		294	C	CY+5
INFORMATION TECHNOLOGY SERVICES	E-MAIL BACKUPS	This series consists of daily backups at the database level of the E-mail System. These daily backups are created primarily to restore the system in the event of a failure. The Email System also undergoes a brick level (mailbox) backup for the purpose of indexing and searching mailbox contents.		511	C	The three most recent daily database backups and the three most recent brick level backups.
INFORMATION TECHNOLOGY SERVICES	GENERAL LEDGER - ACCOUNTS PAYABLE, ETC.	Accounts Receivable, Records of Revenue, Expenses, Accounts, and Amounts Billed. Created from input from all sections of Data processing.		300	C	Permanent

DEPT/DIVISION	TITLE	DESCRIPTION	SCHEDULE #	RDA #	TYPE	DISPOSITION
INFORMATION TECHNOLOGY SERVICES	INDIVIDUAL PERSONNEL FOLDERS	Documents pertaining to the administration of individual personnel folders in the Department of Personnel or Employee Benefit Board. Included are profiles, performance reviews, related correspondence, etc.		298	C	CY+2
INFORMATION TECHNOLOGY SERVICES	INPUT DOCUMENTS FOR BILLING/INTERNAL ACCOUNTING	Prepared by Associate Accountant to generate monthly billing and accounting journals and ledgers.		299	C	CY+2
INFORMATION TECHNOLOGY SERVICES	INVITATIONS TO BID AND REQUESTS FOR PROPOSAL	(Specifications, terms, and conditions for contracts) - By Management and Administrative Staff).		297	C	CY+3
INFORMATION TECHNOLOGY SERVICES	MONTHLY ACCOUNTING BINDERS	(Data Processing charges from all sections. Data Processing generates this data.)		296	C	FY+2
INFORMATION TECHNOLOGY SERVICES	MONTHLY ATTENDANCE REPORTS, ETC.	Monthly Attendance Reports, Monthly Project/Activity Reports, Monthly Sick and Vacation Reports, and Audit Sheets (printouts of time and sheet data to verify coding and data entry.)		302	C	CY+6
INFORMATION TECHNOLOGY SERVICES	PURCHASE ORDERS, DEPARTMENTAL VOUCHERS, AND RECEIVABLE WARRANTS	Prepared by the Administrative Staff		292	C	CY+2

DEPT/DIVISION	TITLE	DESCRIPTION	SCHEDULE #	RDA #	TYPE	DISPOSITION
INFORMATION TECHNOLOGY SERVICES	Technical Support Service Incidents or Requests	Electronically created and stored records of information technology software or hardware issues (known as incidents) or requests for service which have been addressed by technicians. These would include only those incidents or requests that are in a Closed/Resolved status. Records of this type will include detailed incident or request information, associated communications, and personal contact information of primarily Metro employees. Any individual record should also contain technical troubleshooting details and incident or request resolution information. Many tickets may contain information classified as Metro Confidential or Restricted per the Metro Information Classification Policy. These are electronic records and they may be accessed by a wide variety of means – date, subject, user, keywords, etc.		757	C	Retain 3 years, then delete.
INFORMATION TECHNOLOGY SERVICES	TELEPHONE BILLS AND FORMS 9145, CUST. SV.RCD.	Both records make up a telephone bill for Metro and for one month, Bills contain regular billing pages for long distance and other services. Form 9145, Customer Service Record, is the detail for line services. Arranged numerically by telephone number.		350	C	CY+3
INFORMATION TECHNOLOGY SERVICES	TIME CARDS, PROJECT TIME SHEETS, PAYROLL AUTHORIZE. & REGISTERS.	Prepared by Payroll Clerk.		293	C	CY+3
INFORMATION TECHNOLOGY SERVICES	VOICEMAIL BACKUPS	This record series consists of daily backups of the voicemail system. The backups are created to restore the voicemail system in the event of a failure.		792	C	3 MOST RECENT BACKUPS

DEPT/DIVISION	TITLE	DESCRIPTION	SCHEDULE #	RDA #	TYPE	DISPOSITION
INFORMATIONTECHNOLOGY SERVICES	Firewall Logs	Electronically created and stored records which consist of logged activity on the Metro network that passes through a firewall. Logs may contain information classified as Metro Confidential or Restricted per the Metro Information Classification Policy. These logs are created as part of securing the Metro network.		807	C	Retain 365 days, then delete
INFORMATIONTECHNOLOGY SERVICES	Internet Usage Logs	Electronically created and stored records which consist of logged website access activity on the Metro network that passes through the content filtering appliance. Logs may contain information classified as Metro Confidential or Restricted per the Metro Information Classification Policy. These logs are created as part of securing the Metro network.		808	C	Retain 7 days
INTERNAL AUDIT	AUDIT WORKING PAPERS	Documentation gathered as evidential support for findings, conclusions, and recommendations put forth in final audit reports.		521	C	CY+10
INTERNAL AUDIT	FINANCIAL DISCLOSURES	Annual disclosure forms and conflict of interest statements submitted to Internal Audit by certain Metro employees and officials as required by Amended Executive Order No. 91-07.		522	C	CY+10
JUVENILE COURT	MINUTES OF JUVENILE COURT (CONFIDENTIAL)	Arranged chronologically by date of Judge's signature and filed in loose-leaf binders, which are indexed by cards.		249	C	TRANSFER TO ARCHIVES

DEPT/DIVISION	TITLE	DESCRIPTION	SCHEDULE #	RDA #	TYPE	DISPOSITION
JUVENILE COURT JUVENILE COURT CLERK	Juvenile Adult Case File	All adult files are in concern of the juvenile, and may be filed with the child or separate depending on the style of the case. The adult file will consist of pleadings in the matters of parentage, child support, visitations, and custody. All petitions are filed with the Juvenile Court and orders and opinions are rendered to make a determination about the child by a judge or magistrate.		781	C	As the adult file is interrelated to the corresponding juvenile file and may be stored as one cumulative record, the retention and confidentiality status shall support this relation and be permanent. T.C.A. § 18-1-202(a) and § 37-1-134(b)
JUVENILE COURT JUVENILE COURT CLERK	Juvenile Case File	A juvenile case file is initiated when a pleading is filed in Juvenile Court. Over time the file may come to include a variety of petitions such as delinquency, unruly, contempt, child support and parentage, visitation and custody, neglect and dependence, termination of parental rights; a CPIT case (rape of child); drug court child/adult dockets; and reports from social agencies, police, and schools. A juvenile case file will also include the orders and opinions of the judges and magistrates, and the service and processing papers. All documents are itemized and filed together as one juvenile case file by the child's name, birthdate, and a unique juvenile ID number. A child emancipates from Juvenile Court upon turning 18 years old or at the completion of high school if they are 18 years within that school year.		780	C	As a juvenile case file is organized and stored as one cumulative confidential record, and the Juvenile Court is a court of record, the retention shall be permanent in accordance with T.C.A. § 18-1-202(a) and § 37-1-134(b).

DEPT/DIVISION	TITLE	DESCRIPTION	SCHEDULE #	RDA #	TYPE	DISPOSITION
JUVENILE COURT JUVENILE COURT CLERK	Minutes and Dockets	This records series documents the court proceedings of the Juvenile Court. It consists of the orders issued by a judge or magistrate in a particular case, and a daily docket showing the names of the parties on record. Filed together these records serve as the traditional minutes of the court and will be in concordance with RDA 249. The information may also be found in individual case files, and more recently a video of the court proceedings, and in a digital storage format.		796	C	Following CTAS 007-02, 007-03, 007-04, 007-06 this records series will be considered permanent and confidential.
LAW	Claim Files.	Other than claims on behalf of minors, in which payment has been made by the Metropolitan Government.		216	C	CY+2
LAW	Claim Files..	In which payment has not been made and for which claims are based on negligence within the Tennessee Government Tort Liability Act.T.C.A. 29-20-101, et seq.		215	C	CY+2
LAW	Claim Files…	Brought on behalf of a minor claimant, regardless of payment made.		214	C	Retain for one year past the date in which the minor's disability is removed or two years from the date of the file closure, whichever is longer, then destroy.
LAW	Litigation Case Files	Copies of legal petitions/complaints from the General Sessions Court and all State and Federal courts of record, including civil process, case pleadings, work product, research, and final orders incident to civil litigation by Metro Govt.		81	C	CY+2 AFTER CLOSE; REVIEW FOR HISTORICAL SIGNIFICANCE
LAW	Litigation Case Files Pertaining To Land Condemnation	Records pertaining to land condemned fro road and sewer construction, commercial development, etc.		82	C	CY+2 AFTER CLOSE; REVIEW FOR HISTORICAL SIGNIFICANCE

DEPT/DIVISION	TITLE	DESCRIPTION	SCHEDULE #	RDA #	TYPE	DISPOSITION
LAW	Subrogation Claim Files	In favor of the Metropolitan Government, whether based on negligence or contract.		213	C	CY+2 AFTER CLOSING
LIBRARY	Background Check for Volunteers	This series documents a volunteer's permission to allow a background check. It contains the Notification and Authorization to Release Background Information form.	022	678	C	FY+3
LIBRARY	Budget Files	Documents relating to the preparation, development, review, justification, submission and approval of the budget for the Public Library. Included are reports, charts, schedules, justifications, estimates, and similar information.	022	193	C	TRANSFER TO ARCHIVES
LIBRARY	Daily Attendance Records	These are employee records of job attendance and hours worked, indicating employee's name, date, days of the week on the job, hours worked, and leave taken.	022	6	C	CY+3
LIBRARY	Four Percent Fund Expenditures	Record of purchases made out of the 4% General Fund for items, such as books, equipment, purchase order, invoice and paid vouchers report.	022	359	C	CY+10
LIBRARY	General Fund Payment Files	Files are grouped and filed alphabetically by vendor and numerically by control number and date.	022	327	C	CY+5

DEPT/DIVISION	TITLE	DESCRIPTION	SCHEDULE #	RDA #	TYPE	DISPOSITION
LIBRARY	Incident Forms	The Personal Injury/Property Damage Claim/Incident Report gives details about any unexpected incidents on the library premises by non-employees. It lists the location, witnesses, person injured, type of injury or property damage, and actions to prevent reoccurrence. The reports are reviewed and signed by relevant administrators. These files may include related information, such as witness statements, medical information, legal counsel, or subsequent claims. Another series deals with employee injury.	022	745	C	Maintain 3 years, then destroy.
LIBRARY	Library Card Application	This records series represents a form filled out by an applicant identifying the person by name, age, address, phone number, (at one time SS#) and E-mail address. It is signed by the applicant, or if a minor under age 14, signed by parent or legal guardian. The library application is the initial documentation which supports the issuance of a library card which certifies the bearer the right to borrow material from the Public Library or use library resources. Unless revoked, a library card remains in effect for the life		810	C	As support documentation to the library card, the application shall be securely destroyed 3 years after patron account becomes inactive. Application forms are kept until all fines have been paid and all items returned.
LIBRARY	Metropolitan Library Files	Files accumulated, with a recommended retention for each record group.	022	7	C	Contracts - 5 years after termed; Purchase Orders, Requisitions, Departmental vouchers, Allocation of Funds, Investment Pool Statement, Ledgers, Related Financial Records - 5 years; Correspondence and Reporting Files - 5 years then transfer to Archives

DEPT/DIVISION	TITLE	DESCRIPTION	SCHEDULE #	RDA #	TYPE	DISPOSITION
LIBRARY	Patron Conduct Notice Forms	These files document patrons who have received warning or suspension from library premises for prohibited behavior or actions. They are organized by patron name, and consist of a notice form describing the unacceptable behavior/activity and the prohibitions on patron privileges including suspension from library facilities.	022	746	C	Maintain 3 years, then destroy.
LIBRARY	Payroll Authorization and Payroll Register Files	These separate files include employee's name and number, hours worked, gross pay, withholdings, new amount, etc.	022	199	C	CY+5
LIBRARY	Quarterly Summary of Grant Expenditures Reports	Reports are prepared quarterly for the Date Project for purchases of books, services, and payrolls.	022	325	C	FY+15
LIBRARY	Receipt Books, Printouts and Ledgers, Fines and Fees, Etc.	These are maintained by library facilities to control money received from patrons for fines and fees collected for use of library and archival materials.	022	49	C	FY+6
LIBRARY	Receivable Warrants Public Library Fees	Public Library Fees.	022	326	C	FY+5
LIBRARY	Receivable Warrants WPLN Education Foundation	Files contain retained copy of Receivable Warrant, list of employees on Grant payroll, and analysis of full and part-time salaries per quarter.		324	Inactive	FY+15
LIBRARY	Revenue Sharing Reports	1974-1985 Retained copies of reports submitted to the Budget Division of the Dept. of Finance concerning the use of Federal Revenue Sharing Funds by the Public Library.		329	OT	Destroy

DEPT/DIVISION	TITLE	DESCRIPTION	SCHEDULE #	RDA #	TYPE	DISPOSITION
LIBRARY	Volunteer Enrollment Forms	This series is used to gather personal and educational information of those wishing to donate their time to the Nashville Public Library.	022	677	C	FY+1
LIBRARY	Volunteer Time Sheets	This series documents a volunteer's dates of service, department, and nature of their assignment. They are used primarily for statistical purposes	022	679	C	FY+3
LIBRARY (WPLN)	WPLN EDUCATIONAL FOUNDATION INVOICES	Payment to vendors and Supporting Documentation - Invoices sent to underwriters for payment.		362	Inactive	CY+6
METRO ACTION	CLIENT FILES	This series provides documentation of assistance to qualified individuals for various needs including but not limited to Housing, Energy, Water, Prescriptions, Special Foods, Medical Equipment, etc.		494	C	FY+3
METRO ACTION	SUMMER LUNCH PROGRAM	This series provides documentation of free lunches provided to eligible children in Davidson County. Includes financial information related to specific sites.		499	C	FY+3
METRO ACTION Business Office	Accounts Payable	This series documents money owed to its creditors for buying goods or services.	035	725	C	Maintain 5 years, then destroy.
METRO ACTION Business Office	Accounts Receivable	This series documents money owed to Metro Action by others in exchange for goods or services that have been delivered or used, but not yet paid for.	035	726	C	Maintain 5 years, then destroy.

DEPT/DIVISION	TITLE	DESCRIPTION	SCHEDULE #	RDA #	TYPE	DISPOSITION
METRO ACTION Business Office	Bank Deposits	This series documents money deposited in a bank and include various documents to support the deposit.	035	727	C	Maintain 5 years, then destroy.
METRO ACTION Business Office	Bank Statements	This series documents all financial transactions occurring during a period of time. It includes a statement and copy of the General Journal by Batch report.	035	728	C	Maintain 5 years, then destroy.
METRO ACTION Business Office	Donor Letters	This series documents gifts from donors to Metro Action. It include letters of acknowledgement and copies of checks.	035	729	C	Maintain 5 years, then destroy.
METRO ACTION Business Office	Grant Files	This series documents an award of financial assistance from a federal agency to a recipient to carry out a public purpose of support or stimulation authorized by a law of the	035	730	C	Maintain 7 years from the close of the grant year, then destroy.
METRO ACTION Business Office	Indirect Cost Allocation	This series documents expenses of doing business that are not readily identified with a particular grant, contract, project function or activity, but are necessary for the general operation of the organization and the conduct of activities it performs.	035	731	C	Maintain 5 years, then destroy
METRO ACTION Business Office	In-Kind Records	This series documents volunteer time, donation of equipment and supplies, and donated space which is required by Head Start grants.	035	732	C	Maintain 7 years from the close of the grant year, then destroy.
METRO ACTION Business Office	Journal Entries	This series documents financial transactions in detail. It contains copies of the General Journal by Batch Report.	035	733	C	Maintain 6 years, then destroy.

DEPT/DIVISION	TITLE	DESCRIPTION	SCHEDULE #	RDA #	TYPE	DISPOSITION
METRO ACTION Business Office	Leave Request Form	This series documents requests by staff for leave in accordance with Metro Action policy	035	734	C	Maintain 3 years, then destroy.
METRO ACTION Business Office	Meal Counts	This series documents meal provided to children through the summer food Service Program. It includes a Daily Meal Service Records Sheet and Delivery Ticket.	035	735	C	Maintain 3 years, then destroy.
METRO ACTION Business Office	Overtime Selection Reports	This series documents an employees choice of overtime pay or compensatory time off.	035	736	C	Maintain 3 years, then destroy.
METRO ACTION Business Office	Parent Activity Funds	This series documents projects and activities developed and implemented by parents of Head Start children.	035	737	C	Maintain 3 years, then destroy.
METRO ACTION Business Office	Payment Voucher	This series documents that a transaction has taken place and authorizes payment to a vendor.	035	738	C	Maintain 5 years, then destroy.
METRO ACTION Business Office	Payroll Register	This series documents the amount of time an employee works. It includes ESB Data Entry forms, Accrued Vacation, Sick and Comp balances, and related correspondence.	035	739	C	Maintain 3 years, then destroy.
METRO ACTION Business Office	Petty Cash	This series documents cash for the payment of various small expenditures.	035	740	C	Maintain 3 years, then destroy.
METRO ACTION Business Office	Purchasing Card Files	This series documents purchases made with a Purchasing Card.	035	741	C	Maintain 5 years, then destroy.

DEPT/DIVISION	TITLE	DESCRIPTION	SCHEDULE #	RDA #	TYPE	DISPOSITION
METRO ACTION Business Office	Requisitions	This series documents authorized requests for the purchase of goods or services.	035	742	C	Maintain 5 years, then destroy.
METRO ACTION Business Office	Single Audit	This series documents the audit of federal funds provided to state and local governments.	035	743	C	Maintain 6 years, then destroy.
METRO ACTION Business Office	Travel Packets	This series documents expenses incurred during travel. It includes Travel Allocation Worksheet, Travel Authorization Form, Travel Claim Reconciliation Worksheets, and receipts.	035	744	C	Maintain 5 years, then destroy.
METRO ACTION Head Start	Attendance Records	This series documents the attendance of children in the Head Start program.	030	709	C	Maintain 3 years, then destroy
METRO ACTION Head Start	Bus Logs	This series is created as a check and balance system to account for children who ride Head Start buses.	030	710	C	Maintain 1 year, then destroy.
METRO ACTION Head Start	Children Files - Complete	This series documents the care and development of children participating in the Head Start program. All educational and family services information is included.	030	711	C	Maintain 3 years, then destroy.
METRO ACTION Head Start	Children Files - Disabilities	This series documents the care and development of children participating in the Head Start program who have disabilities.	030	712	C	Maintain 3 years, then destroy.

DEPT/DIVISION	TITLE	DESCRIPTION	SCHEDULE #	RDA #	TYPE	DISPOSITION
METRO ACTION Head Start	Children Files - Incomplete	This series documents the care and development of children participating in the Head Start program who leave before completion, who did not attend, and those whose information was insufficient for enrollment.	030	713	C	Maintain 3 years, then destroy.
METRO ACTION Head Start	Invoices for CACFP (Child Adult Care Food Program)	This series documents the purchase and payment of nutrition items. These records are duplicated in the Metro Action Commission Accounting Office.	030	714	C	Maintain 3 years, then destroy.
METRO ACTION Human Resources	Employee Personnel Records	This series documents terminated employee personnel files for all positions within the Metro Action Commission. Pay history, position assignments, promotions, demotions, status change forms, and evaluations are included.	031	722	C	Maintain 40 years, then destroy.
METRO COUNCIL	ANALYSIS REPORTS Metro Council Staff	Synopsis of Ordinances and Resolutions file with Metro Council on second reading and distributed to all members of the Metro Council.		345	C	CY+10
METRO COUNCIL	COUNCIL FILES Metro Council Staff	Outgoing Correspondence of Council Members filed alphabetically by Council Member.		343	C	TRANSFER TO ARCHIVES
METRO COUNCIL	EXPENSE ACCOUNT FILES Metro Council Staff	Monthly accounting of expenses related to duties of council members. Files may include travel, office space, supplies, telephone usage, postage, printing, etc. Metro Charter allows for reimbursement of expenses not to exceed $450.00 per month.		344	C	CY+6

DEPT/DIVISION	TITLE	DESCRIPTION	SCHEDULE #	RDA #	TYPE	DISPOSITION
METROPOLITAN CLERK	Alarm Appeals Board Records	Records document the actions of the Alarm Appeals Board, which hears any complaints relating to the enforcement provisions of Metro Code 10.60.080(D). The Metro Clerk is designated as secretary of this appeals board and serves as custodian of its records (10.60.080(E)). Records include meeting minutes.	009	574	C	(A) Minutes - Permanent; (B) Appeal Records - 3 years
METROPOLITAN CLERK	Alarm Permit Registration Records	Records document applications for annual burglar and fire alarm permits filed by business and residential users of security alarm systems, as required by Metro Code 10-60-020(A). Records include registrations numbering approximately 60,000 per year, which are filed numerically in order as issued, and individual appeal files. Police Department tracks false alarms and files with the Metro Clerk a request for revocation of a permit as the allowable number of false alarms is exceeded on any permit. The appeal process, handled by the Alarm Appeals Board through the Clerk's Office, is separate from the registration process.	009	485	C	3 years
METROPOLITAN CLERK	Application Records for Taxicab Driver Permits and for Wrecker Driver Permits	Application for Taxicab driver permit: Application for Wrecker driver permit and accompanying documentation.	009	366	ed to Transporta	FY+3
METROPOLITAN CLERK	Board of Ethical Conduct Records	Records document the actions of the Board of Ethical Conduct that has the authority, as provided in Metro Code 2.72.090, to review complaints lodged against members of Metro boards and commissions and to issue advisory opinions as requested by members of boards and commissions. Records may include newspaper articles, occasional testimony, correspondence, meeting notices, minutes, and findings of fact.	009	575	C	(A) Minutes, findings of fact, and records of historical importance - Permanent; (B) Correspondence and meeting notices - 2 years

DEPT/DIVISION	TITLE	DESCRIPTION	SCHEDULE #	RDA #	TYPE	DISPOSITION
METROPOLITAN CLERK	Boards and Commissions Appointment Records	Records document official nominations and appointments when seats are filled by the Mayor or other appointing authority. Records include nomination letters, including the action information and signatures, as well as resumes and/or background information. Records are indexed by the board/commission name, nominee's name, term of service dates, and date of confirmation.	009	576	C	(A) Index - Permanent; (B) Appointment letters and background information - 2 years after appointee's term of service ends; forward to Metro Archives at that time for review before disposition.
METROPOLITAN CLERK	Bond Records	Records document the sale and issuance of municipal bonds by Metropolitan Government for funding of the city's capital projects pursuant to Council legislation. Records may include sample bonds, duplicate resolutions, and related correspondence.	009	288	C	6 years after bonds are redeemed or cancelled
METROPOLITAN CLERK	Charitable Solicitations Board Records	Records document the actions of the Charitable Solicitations Board which is charged with approving or denying permits to entities seeking to conduct charitable solicitation activities in the area served by Metropolitan government. The Charitable Solicitations Board is designated in Article II of Metro Code Chapter 6.64 and is currently inactive.	009	577	C	(A) Minutes and findings of fact - Permanent; (B) All other records - 5 years
METROPOLITAN CLERK	Charitable Solicitations Permit Application Records	Records document the calendar-year application process for annual solicitations permits filed by organizations or individuals conducting fund-raising for charitable purposes in Metropolitan Nashville. The records are also used to satisfy periodic requests for information. Records may include application forms, annual reports, IRS 501-c(3) letters, Board of Director listings, audit or other financial reports, and copies of permits.	009	308	C	5 years

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METROPOLITAN CLERK	Contract Records	Contracts to which Metropolitan Government is (or was) a party. Filed numerically by assigned number, cross referenced by contractor name, department, and project number.	009	287	C	7 years after expiration of contract or last activity in file, whichever is later.
METROPOLITAN CLERK	Council Legislation	Records document all official Metro business conducted through adoption of resolutions or enactment of ordinances by the Metro Council. Records include ordinances and resolutions.	009	580	C	Permanent
METROPOLITAN CLERK	Council Legislation – Superseded	Records document Metropolitan Council (and former Nashville City Council) ordinances or resolutions which are officially filed and introduced to the Council but which are superseded by substitute legislation of the same legislation number.		419	C	(A) Annual operating budget as originally filed - Permanent; (B) All other records -End of Council term in which legislation is introduced.
METROPOLITAN CLERK	Council Roll Call Books	Records document Council actions taken during Council meetings and are used in preparation of the minutes. Records include spiral-bound books with one page allocated per agenda item, listing the ordinance or resolution number, a checklist of actions taken, and an attendance record by vote.	009	28	C	3 years
METROPOLITAN CLERK	Deeds – Metro Government Property	Records document the official transfer of property, and provide evidence of Metropolitan government ownership of real property. The Register of Deeds, as office of record, provides public access to all deeds through the Internet; original documents retained by Metro Clerk.	009	289	C	Retain for 10 years by Metropolitan Clerk, then transfer to Metropolitan Archives for permanent retention

DEPT/DIVISION	TITLE	DESCRIPTION	SCHEDULE #	RDA #	TYPE	DISPOSITION
METROPOLITAN CLERK	Easements of a Permanent Status - Metro Government Property	Records serve as official property document which convey to Metropolitan Government the right to make temporary limited use of another's real property, such as, for example, for a right-of-way or sewer easement, on a project basis. Permanent easements are in effect until abandoned by Council legislation.	009	290	C	(A) Abandoned easements, 2 years after enactment and recording of abandonment (B) Recorded easements, 10 years in Metro Clerk's Office, then transfer to Metro Archives for permanent retention.
METROPOLITAN CLERK	Easements of Temporary Status – Metro Government Property	Records serve as official property document which convey to Metropolitan Government the right to make temporary limited use of another's real property, such as, for example, for a right-of-way or sewer easement, on a project basis. Temporary easements are recorded in the Metro clerk's Office but not with the Register of Deeds.	009	578	C	2 years after expiration
METROPOLITAN CLERK	Ethics Review Task Force	Records document the actions of a citizens' taskforce, established by Resolution No. RS2003-113. The purpose of the Task Force is to review Article II of Chapter 2.04 of Metropolitan Code (which imposes certain standards of ethical conduct on Metro Council members) and recommend improvements to the Metro Council. Records may include background material, external reference material, drafts, minutes, and the final report.	009	579	C	(A) Minutes and final report - Permanent; (B) Substantive background and working papers - 1 year after release of final report, or, until superseded, obsolete or no longer needed, whichever is shorter
METROPOLITAN CLERK	Financial Disclosures	This series is created pursuant to Ordinance No. BL2007-1382 to alleviate reasonable concerns of the public concerning possible conflicts and influences upon elected officials, certain Metro employees, and members of boards and commissions in the exercise of their official discretion.	009	676	C	10 years

DEPT/DIVISION	TITLE	DESCRIPTION	SCHEDULE #	RDA #	TYPE	DISPOSITION
METROPOLITAN CLERK	GENERAL RECORD SCHEDULES 100 Adm., 200 Finance, 300 H.R.	Revisions and additions to records that are common to most Metro departments.		328	C	SEE GRS Authorized for all Metro Departments
METROPOLITAN CLERK	Industrial Development Bonds	These files relate to the financing of municipal projects through bonded indebtedness. Files include transcripts of proposals, audits, correspondence, signed contracts, financial instruments, etc.		306	O	CY+6 AFTER PAID
METROPOLITAN CLERK	Information Reports	Records document departmental information filed in order to provide Council with background on related issues. These records are not filed as part of the official record with legislation. Information reports assist in supporting continuity across Council terms. Records may include annual departmental reports and documentation supportive to legislation.	009	23	C	5 years
METROPOLITAN CLERK	Liens	These records document official claims for payment of direct or indirect cost of repairs, alterations, improvements, vacating, closing, removal or demolition debt accessed by the Codes Department against the owner of property.	009	581	C	2 years after recorded RELEASE of lien
METROPOLITAN CLERK	Lobbyist Registration Records	Records document information required to be filed annually by lobbyists in compliance with the Metro government's Lobbyist Registration and Disclosure Ordinance (Metro Code Chapter 2.196). Records include statements, sworn registration forms, and annual activity reports filed by paid lobbyists representing clients before the legislative or executive branches of the Metropolitan Government.	009	319	C	5 years

DEPT/DIVISION	TITLE	DESCRIPTION	SCHEDULE #	RDA #	TYPE	DISPOSITION
METROPOLITAN CLERK	Maps - Street	Records document all streets that have been made a part of the official street map according to the provisions of Metro Code 13.04.010. The Metro Clerk shall have the adopted street map recorded with the Register of Deeds. Public Works also maintains the street maps and answers all question related thereto.	009	582	C	Permanent
METROPOLITAN CLERK	Maps - Tax	Tax maps serve as the official property identification maps for Metro government for purposes set forth in T.C.A. Section 67-5-806 and Section 66-24-113, and Metro Code Chapter 5.24. Maps are filed on microfiche with Metro Clerk by the Planning Dept.	009	583	C	Permanent
METROPOLITAN CLERK	Maps - Zoning	Zoning map depicts the boundaries of zoning and overlay districts established by Title 17 of Metro Code. The Metro Clerk maintains the maps but the Planning Commission serves all public research and answers related questions	009	584	C	Permanent
METROPOLITAN CLERK	Metro and CETA Contract Files	Files from 1979 to 1983. CETA files are no longer being accumulated.		24	O	CY+7
METROPOLITAN CLERK	Metro Employees Retirement Fund - Quarterly Report	Sept 1993 - continuing		493	Obsolete	FY+7
METROPOLITAN CLERK	Minutes of Meetings of Boards and Commissions Maintained by the Metro Clerk	Files maintained are extra copies of minutes sent to the Metropolitan Clerk in accordance with ordinance No. 092-321. 8/13/92)		390	OT	DESTROYED

DEPT/DIVISION	TITLE	DESCRIPTION	SCHEDULE #	RDA #	TYPE	DISPOSITION
METROPOLITAN CLERK	Minutes of the Metropolitan Council	Records document business conducted by the Metropolitan Council under Article 3 of the Metropolitan Charter, and by the Urban Council under Article 4 of the Metropolitan Charter. Records include minutes only of the Metropolitan Council and the Urban Council.	009	585	C	Permanent
METROPOLITAN CLERK	Oaths of Office	Records document sworn oaths of elected and certain appointed officers, as well as some deputies of elected officials, as required by Metro Charter and state law. Records serve the requirement that oaths of office are officially on record with the Metro Clerk's Office. Records include oaths of office, reflecting standardized wording, with original signatures.	009	586	C	10 years after term covered by bond or oath; then transfer to Metro Archives for determination of any historic value before disposition.
METROPOLITAN CLERK	Petition Records	Records document statements in favor of or in opposition to an issue. Records include petition signature sheets containing issue statements and signatures obtained from members of the public.	009	25	C	5 years
METROPOLITAN CLERK	Proceedings - Emergency Wrecker Zone Public Hearings	Includes transcripts and background information for annual public hearing on emergency wrecker zones.		307	rred to Transpor	CY+10
METROPOLITAN CLERK	Surety Bond Files	These consist of Plumbing and Excavation Bonds and Concrete Construction Bonds.		27	on transferred to	DESTROY 7 YEARS AFTER TERMINATION OF BOND

DEPT/DIVISION	TITLE	DESCRIPTION	SCHEDULE #	RDA #	TYPE	DISPOSITION
METROPOLITAN CLERK	Surety Bonds – Aerial Structures, Underground Conduits, Sidewalk Encroachments	Records document Metro Government's release from liability for activities which occur on, over, or under public rights-of way. Records include certificates of insurance or surety bond documents related to specific Council approval of such activity.	009	417	C	6 years after expiration of insurance or surety bond.
METROPOLITAN CLERK	Surety Bonds – Public Officials	Records document the bonding of Metro government officials who are required to have performance insurance as required by TCA, Title 8. Records include individual bonds filed together in a single folder.	009	418	C	10 years after term covered by bond or oath
METROPOLITAN CLERK	Surety Bonds – Special Police Commissions and Gun Permits	Records document authorization and issuance by the Chief of Police of surety bonds for individuals holding special police commissions and gun permits. Records include bound volumes, indexed by permit holder name and bond number, containing consecutively numbered original bonds signed by the surety and permit holders.	009	26	C	3 years
METROPOLITAN CLERK	Traffic and Parking Regulations	Records document regulations set, under the Metro Charter, by the Traffic and Parking Commission and required, under the Metro Charter, to be filed with the Metro Clerk's Office. Examples of regulations, having the effect of law, include the establishment of speed limits, stop sign controls, traffic signals, parking locations, and signage. Records may include copies of regulations, serving as statements of all regulations adopted at a meeting; and cumulative lists, generated through a Public Works database, which identify regulations adopted, including the adoption date.	009	486	C	(A) Cumulative list - Until superseded; (B) Regulations - 1 year

DEPT/DIVISION	TITLE	DESCRIPTION	SCHEDULE #	RDA #	TYPE	DISPOSITION
METROPOLITAN CLERK RECORDS	Annual Activity Reports	This series is created to summarize activities and services performed by Metro Records Management and is used for detecting trends and planning for the Records Management Program. It includes totals for information concerning records stored, added, destroyed, and requested, requests for empty boxes, deliveries/pickups, secure destruction services, and special projects.	011	525	C	(A) Official report - 20 years, then transfer to Metro Archives for historical review.
METROPOLITAN CLERK RECORDS	Departmental Holdings	This series is created to provide departments with a cumulative list of all containers maintained by Metro Records Management and is used when requesting records. It contains columns for box barcode, location, RDA #, dates, sequence, destruction date, and box description.	011	526	C	Maintain until superseded, then destroy.
METROPOLITAN CLERK RECORDS	Destruction Lists	Destruction lists are created to inform Departments when records are eligible for destruction as approved by the Public Records Commission and allow a department/division head to sign in agreement to the destruction. It is used to document the destruction of records at the container level.	011	527	C	Signed copy - 10 years
METROPOLITAN CLERK RECORDS	O'Neil RSSQL Database	O'Neil RSSQL is the program used to track departmental records that are maintained by Metro Records Management. The software stores information on both containers and file folders such as department, add date, status, most recent status date, destroy date, and description.	011	588	C	Container or File Folder History - 10 years after destruction of container or file folder

DEPT/DIVISION	TITLE	DESCRIPTION	SCHEDULE #	RDA #	TYPE	DISPOSITION
METROPOLITAN CLERK RECORDS	O'Neil Software Updates	O'Neil Software produces and upgrades the RSSQL software that is used by Metro Records Management to maintain all records transferred from departments. This series includes upgrade instructions, release notes, and CD's of the RSSQL program and documentation.	011	589	C	(A) Maintain the current and past version upgrade.
METROPOLITAN CLERK RECORDS	Records Disposition Authorizations (RDA)	This amendment reinstitutes Records Management's use of a single RDA Records Series approval form for each individual RDA number. It also institutes the use of a corresponding RDA Amendment approval form which lists the related RDAs that are affected by an amendment. These approval forms set retention and disposition for each record series created or used by a department or division. Each RDA form is authorized and signed by the Department/Division Head, Legal representative and members of the PRC and provides continuing authority to manage the records. The Records Schedule numbers remain signed and approved and each individual RDA under this previous format remains authorized.	011	528	C	Original signed copy is maintained by the Metro Archives. Records Management copy - maintain 5 years after superseded.
METROPOLITAN CLERK RECORDS	Records Officers	Records created to maintain communication between Metro Records Management and Records Officers, who are charged with overseeing Records Management activities within a department.	011	590	C	(A) Written notice from Department/Division Head appointing Records Officer - Destroy when no longer needed. (B) Records Officers list - maintain current and past version; (C) Communications - 3 years
METROPOLITAN CLERK RECORDS	Records Schedule/Records Dispositions Authorizations Working Papers	The series is created during the development of a records schedule and contains notes, correspondence, drafts, and inventory worksheets used to finalize the Records Schedule or RDA. It is used to respond to questions that may arise about the retention.	011	531	C	Maintain 5 years after the approval of the Records Series.

DEPT/DIVISION	TITLE	DESCRIPTION	SCHEDULE #	RDA #	TYPE	DISPOSITION
METROPOLITAN CLERK RECORDS	Records Transmittal and Receipt	This Records Transmittal and Receipt is created to document the transfer of records from a department to Metro Records Management and is used as proof of that transfer. It includes the records transmittal spreadsheet and the signed copy of the Records Transmittal and Receipt form.	011	529	C	Maintain original signed form and spreadsheet for 3 years after all containers listed on the transmittal have been destroyed. Electronic spreadsheets may be destroyed when no longer needed.
METROPOLITAN CLERK RECORDS	Secure Destruction Service	Documentation encompasses the facilitation of monthly service provided by an outside vendor to Metro Government effecting the secure destruction of confidential records. It includes copies of the invoice, work orders, registrations, reports, registration and usage database.	011	591	C	(A) Invoice, work orders, and reports - maintain 3 years, then destroy; (B) Registrations - Destroy when superseded; (C) Database - maintain 3 years after expiration of vender contract
METROPOLITAN CLERK RECORDS	Training Records	Various presentations and handouts created to disseminate Records Management training to Metro employees. It also includes copies of roster, evaluations, and an attendance database.	011	592	C	(A) Instructor Packets - maintain 3 years after superseded, obsolete, or no longer needed; (B) Copies of evaluations - 1year; (C) Copies of roster - Destroy when no longer needed; (D) Attendance database- Purge 5 year old data in July of each year.
METROPOLITAN CLERK RECORDS	Work Orders	Work orders are created to document all activities related to records stored with Metro Records Management and are used to give an accounting of those transactions. It includes the original request for records and the work order created using RSSQL.	011	530	C	Maintain 3 years from creation date provided transaction is complete.
N.C.A.C.	ASSESSMENTS - Documents used to determine the eligibility of a person to participate in a NCAC (formally METRA) program.	1991 - continuing, consisting of several documents, grouping records by program and alphabetically by participant's last name.		363	C	FY+6

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N.C.A.C.	NCAC (Nashville Career Advancement Center) (formally METRA (Mayor's Employment and Training Resources Agency) CONTRACTS (Memos of Agreement) FILES	Filed by FY and thereunto alphabetically by name of subcontractor (sub recipient)		361	C	FY+6
N.C.A.C.	PARTICIPANT FILES OR CLIENT FILES	Grouped by program, then alphabetically by participant's last name.		364	C	FY+6
PLANNING COMMISSION	Incomplete Subdivision Files	Consists of correspondence, estimates, plats and approvals. May include situations where project was withdrawn, deferred indefinitely, bond was not posted, or submittals were incomplete.		404	C	CY+2
PLANNING COMMISSION	Individual Personnel Folders	Documents pertaining to the administration of individual employees which are duplicated in or which are not appropriate for inclusion in the official personnel folders in the Dept of Personnel of similar official personnel records.		45	C	CY+10
PLANNING COMMISSION	Minute Files	Minutes of the Metro Planning Commission, Nashville City Planning Commission and Board of Zoning Appeals, and the Davidson County Planning Commission. Includes agenda and minute books, etc.		243	C	TRANSFER TO ARCHIVES
PLANNING COMMISSION	Performance Agreement (Bond) Files	The agreements/bonds guarantee performance, show name of principal and sureties, date bond executed, amount of bond, conditions of the obligation, and signatures of principal and sureties.		242	C	CY+10

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PLANNING COMMISSION	Planned Unit Development Files	These files gather in various operating elements of the Metropolitan Planning Commission. Listed by classification and document type, as well as Submittal Checklist for preliminary plans and final plans.		248	C	SEE RDA
PLANNING COMMISSION	Subdivision Plat Files	These files gather in various operating elements of the Metropolitan Planning Commission. List includes preliminary and final subdivision files by classification and document type.		356	C	SEE RDA
POLICE	EMPLOYMENT APPLICATION FILES	Files consist of information gathered from applicants seeking employment with the Police Department. Includes application, references, personal history, investigator comments, background check, etc.		422	C	NOT SELECTED-CY+5 SELECTED-PLACE IN PERSONNEL FILE
POLICE	FALSE ALARM	This card is filled out by police officer who has been dispatched to a false alarm. A citation is issued to those receiving five notifications in one alarm year. (April 1 - March 31).		405	Inactive	ALARM YEAR +1 (Superseded by RDA 700)
POLICE	I.B.I.S. REPORT	This series documents the collection and entry of firearm evidence into the Integrated Ballistic Identification System. I.B.I.S. is an A.T.F. database which identifies firearms by unique microscopic markings.		472	C	CY+5
POLICE	INTERNAL INVESTIGATION FILES	Records relating to internal security investigation of alleged police misconduct, including all records relating to the investigation and disposition of each case.		322	C	CY+10

DEPT/DIVISION	TITLE	DESCRIPTION	SCHEDULE #	RDA #	TYPE	DISPOSITION
POLICE	VEHICLE SALES FILES	This series documents the sale of abandoned vehicles from the Metro Police Tow-in-Lot and may include a list of vehicles for sale, correspondence, affidavit of sales under special conditions, vehicle towing report, and bill of sale.		421	C	CY+6
POLICE	VEHICLE TOWING REPORTS	1987 - This series contains information on all vehicles towed to the Metro Police, Tow-In-Lot such as vehicle description, reason fro towing, costs, record of release, etc.		420	C	CY+6
POLICE FRAUD UNIT	Fraud Unit Case Files	Case files consist of information needed for prosecution. They contain copies of – incident reports, arrest reports, investigative reports by other divisions or State and Federal agencies, supplements, video, financial statements from the victims and/or financial institutions, and additional documentation as needed pertaining to an investigation.		779	C	Citing T.C.A. 40.2.101 Sub Paragraph (b), Sub Paragraph (1) the statute of limitations for a Class A Felony of such offense is 15 years. Keep files through 16 years, then destroy.
POLICE IDENTIFICATION	CRIME SCENE REPORTS-PROPERTY	This series documents the investigation which occurs at the scene of a property crime. It may include crime scene reports, negatives, finger prints, property and evidence receipts, etc.		504	C	CY+10
POLICE PAWN SHOP UNIT	PAWN SHOP RECORDS	Tennessee Code 45-6-209 requires Pawn Shops to inform local law enforcement agencies of all transactions. These records are copies of those transactions.		518	C	3 YEARS

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POLICE RECORDS	Accident Reports	This series consists of a form completed by a Metro Police Officer at the scene of a motor vehicle accident documenting location and time, condition of persons and vehicles involved, witnesses, and a diagram of the accident. The original is sent to the State of Tennessee, and Metro retains a copy for departmental use.	014	618	C	CY+5
POLICE RECORDS	Accident Reports - Minor	This series documents minor accidents where vehicle damage is under $400.00. A card is completed containing name/complaint number and location of acident, license number, address of victim, officer's name, and vehicle information. No information on the circumstances of the accident is recorded.	014	715	C	Retain 3 years, then destroy
POLICE RECORDS	Data Stop Forms	Form filled out by Police Officer during routine stops. Information such as location, race, ethnicity, reason for stop, result of stop, action taken, search information, and evidence seized is collected. This information is entered into a database for statistical reporting.	014	619	C	CY+2
POLICE RECORDS	False Alarm Notification	Notice issued to the Alarm Permit holder by a Police officer responding to an alarm. The primary use is to determine if the permit holder has violated the number of false alarms allowed during the alarm permit year.	014	700	C	CY+3

DEPT/DIVISION	TITLE	DESCRIPTION	SCHEDULE #	RDA #	TYPE	DISPOSITION
POLICE SECONDARYEMPLOYMENT	Secondary Employment Request Form	M.P.D. Form 150 identifies the police officer, their section, and supervisor approval. Listed is the type of business requesting an officer for an off-duty assignment, the specific dates and time, the nature of the work involved, and a geographical location. Other documents such as a business request letter may be included. Files are arranged by name and year. The form itself carries an expiration date of one year which then must be renewed.		773	C	Maintain 5 years for administrative purposes, then destroy.
POLICE SPECIALIZED INVESTIGATIO	Drug Imprest Fund	The series documents the use of funds related to drug enforcement operations of the Specialized Investigations Division. It includes the Form 329 which us used to sign money in and out; Form 330 which is used for the purchase of equipment, supplies, and drugs and weapons as a part of investigations; and Form 331 which is used in the payment of cooperating individuals. The series includes a Monthly Report also.	026	699	C	Maintain six years, then destroy.
POLICE SPECIALIZED INVESTIGATIO	Specialized Investigations Division Imprest Fund	The series documents the use of funds by the Specialized Investigations Division except those related to drug enforcement. It includes the Form 329 which us used to sign money in and out; Form 330 which is used for the purchase of equipment, supplies, and investigations; and Form 331 which is used in the payment of cooperating individuals. The series includes a Monthly Report also.	026	698	C	Maintain six years, then destroy.
POLICE VEHICLE OPERATIONS	Out Of Service Vehicles	Records document a vehicle by year, make and model, decal number, vehicle type, police precinct; and may contain the incident report, a vehicle inspection report and other identifying forms.		766	C	Keep 2 years in office, before transferring to off-site storage for 5 years, then destroy.

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POLICE WARRANTS	Logs	A combination of data entry log sheets all carrying the same retention: Warrant Entry Log – each clerk fills out a daily log of warrants that are entered into the system. Radio Entry Log - a log of the officers that call into Warrants to verify if a person has a warrant and/or to make sure the warrant is valid. DCSO Log Sheet - A log of the warrants that are signed out of the Warrant office and served by the Davidson County Sheriff's office. Recall Log Sheets - A list of the people who had an active warrant and the warrant has been recalled. These lists are maintained for court or lawsuit purposes.		767	C	Hold 5 years, then destroy.
POLICE WARRANTS	Mental Health Transport Forms	This records series represents a specific form used to transport patients with mental health issues who have been ordered by a judge (6404 documents) to be admitted for physiological evaluation. Information is received by the warrant office from hospitals and/or mobile crisis units and will include the patients name, demographics, and description of demeanor (violent tendencies, etc.) The form will list the facilities to and from, and the Police officer completing the transport with mileage and time.		791	C	For administrative purposes keep through 7 years (CY+7) then securely destroy.
POLICE WARRANTS	Officer Drop-Off Sheets	Used for officers that do not work in the Warrants division, but drop-off a person for warrant personnel to process and take to booking or the		769	C	Maintain 3 years, then destroy.
POLICE WARRANTS	Trip Tickets	Reports used to keep up with out of county trips that are turned into the Criminal Court Clerk's office, from which the Police Dept. is reimbursed the expenses by the defendants.		771	C	Maintain 7 years, then destroy.

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POLICE WARRANTS	TTY	A teletype (TTY) is a communication method police use to message information through the TN Bureau of Investigations (TBI) and/or the National Crime Information Center (NCIC) regarding a request to hold a person in custody who has active warrants awaiting processing at the local level after an outside police department has completed its time with the person.		772	C	Maintain 3 years, then destroy.
POLICE WARRANTS	Vehicle Sign-out Sheets	Report who drove the vehicle, where they went, mileage, and when the vehicle is due for maintenance.		770	C	Maintain 3 years, then destroy.
POLICE WARRANTS	Weekly Compstat Reports	Documentation that is maintained and used as backup information to validate the information submitted for Results Matters, and the weekly compstat meetings.		768	C	Maintain 3 years, then destroy.
PUBLIC DEFENDER'S OFFICE	ADULT DEFENDANT CASE FILES - APPEALED	The record series consists of records for adult defendant cases that have been appealed to the Court of Criminal Appeals. Contents are similar as the ADULT DEFENDANT CASE FILE and also include any records used in preparing and presenting the defendants case to the Court of Criminal Appeals.	001	533	C	60 years after file is opened

DEPT/DIVISION	TITLE	DESCRIPTION	SCHEDULE #	RDA #	TYPE	DISPOSITION
PUBLIC DEFENDER'S OFFICE	ADULT DEFENDANT CASE FILES – NOT APPEALED	This record series consists of individual folders created in order to render legal aid and defense to adult clients who are unable to pay for an attorney. It contains various records used in preparing and presenting the defendants case such as court pleadings, police reports, case work-up papers, hand written notes, correspondence, photographs, affidavits, medical records, hearing transcripts, social worker reports, in-take forms, criminal records of defendant, investigator reports, financial screening documents, and statements of witnesses.	001	532	C	60 years after file is opened
PUBLIC DEFENDER'S OFFICE	GENERAL SESSIONS CRIMINAL DOCKETS - COPIES	The Public Defender's Office maintains a copy of each daily General Sessions Court criminal docket. The dockets are used by Public Defender's Office attorneys to record the disposition of all matters handled in General Sessions Court by the Public Defender's Office. Notations are used by the Public Defender's Office to enter disposition information in the Public Defender Information System maintained by JIS. The record copy of the dockets is maintained by the Criminal Court Clerk's General Sessions office.	001	537	C	3 years after case is opened
PUBLIC DEFENDER'S OFFICE	GENERAL SESSIONS DEFENDANT RECORDS	This records series covers cases that are fully disposed of in General Session Court and documents legal aid and defense provided to adult clients who are unable to pay for an attorney. It contains all defendant demographic information, original charge, attorney name, attorney time, interview notes and disposition. A card file for each defendant was maintained from 1969 - October 2000. Since November of 2000, this information is maintained in electronic format by Justice Integration System.	001	536	C	60 years after case is opened

DEPT/DIVISION	TITLE	DESCRIPTION	SCHEDULE #	RDA #	TYPE	DISPOSITION
PUBLIC DEFENDER'S OFFICE	JUVENILE DEFENDANT CASE FILES	This record series consists of individual folders created in order to render legal aid and defense to juvenile clients that are unable to pay for an attorney. It may contain various records used in preparing and presenting the defendants case such as court pleadings, police reports, case work-up papers, hand written notes, correspondence, photographs, affidavits, medical records, hearing transcripts, social worker reports, in-take forms, criminal records of defendant, investigator reports, financial screening documents, and statements of witnesses.	001	534	C	60 years after birth year of defendant
PUBLIC DEFENDER'S OFFICE	JUVENILE GUARDIAN AD LITEM CASE FILES	This record series consists of individual folders created to document the Public Defender's Office representation of abused or neglected children while serving as their Guardian ad litem. It may contains various records such as court pleadings, police reports, case work-up papers, hand written notes, correspondence, photographs, affidavits, medical records, hearing transcripts, social worker reports, in-take forms, criminal records of defendant, investigator reports, financial screening documents, statements of witnesses, and school records.	001	535	C	60 years after birth year of child

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PUBLIC WORKS	EVENT PERMITS	This records series documents the process for obtaining an approval from Public Works to conduct a function or activity within the city. Information may pertain to banner displays, film production, local business events, private parties (weddings, etc.), parking allowances such as bagged meters; or special events hosted by Metro as marathons, and street or bridge closures. It will include, but not limited to- applications, correspondence, requirements, company information, synopsis, artwork, proof of insurance, copies of checks, approval forms, dates, locations, and permit numbers.		795	C	Maintain and hold for 3 years from conclusion of activity, then securely destroy.
PUBLIC WORKS ENGINEERING	Bridge Inspection Reports	1980 - State of Tennessee Inspection of the 356 bridges located in Davidson County, for which Metro Government is responsible. These are arranged by bridge number, which consists of control number, route number, and miles from route intersection.		331	OT	TRANSFER TO ARCHIVES
PUBLIC WORKS ENGINEERING	Construction Project Files	1946 - Correspondence with contractors, engineers, citizens, etc., regarding construction projects. Files may include blueprints, copies of contracts, change orders, etc.		346	C	CY+25
PUBLIC WORKS ENGINEERING	Engineering Field Books	App. 1910 - 4 1/2"x7" books recording field notes and drawings concerning roadway and other type surveys. Information may include alignments, grades, geometry, and angles. Books, arranged numerically by project # are used to draw up blueprints.		342	C	CY+50

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PUBLIC WORKS ENGINEERING	Reviewed Construction Plans	This series consists of plats of projects where a permit application has been applied for at the Division of Codes. Public Works - Engineering reviews the plans to ensure standards are met and makes recommendations for changes if necessary.		797	C	Maintain 7 years after completion of project, then destroy.
PUBLIC WORKS ENGINEERING	Right of Way Permit Books	This series consists of Notice of Temporary Street Closure and includes name of requestor, reason for the closure, and time limits.		804	C	Maintain 5 years after permit is issued, then destroy.
REGISTER OF DEEDS	Bank Reconciliations	The series documents the process of adjusting an account balance reported by a bank to reflect transactions that have occurred since the reporting date. Quarterly reports are mailed to Metro's Division of Accounts.	020	664	C	6 years
REGISTER OF DEEDS	Cancelled Checks and Deposit Slips	The series includes checks issued for various expenditures of the Register of Deeds Office including payroll, refunds, and insurance. It also includes deposit slips which show the amount deposited into bank accounts.	020	444	C	6 years
REGISTER OF DEEDS	Department Register Reports	The series documents cash and check receipts for each cashier and is used in making daily bank deposits. In the past, this series was called "Adding Machine Tapes."	020	443	C	3 years
REGISTER OF DEEDS	Employee Earnings	This is a statement of annual employee earnings and is used for retirement and Social Security purposes. The Register of Deed's office processes its own Payroll	020	665	C	50 years

DEPT/DIVISION	TITLE	DESCRIPTION	SCHEDULE #	RDA #	TYPE	DISPOSITION
REGISTER OF DEEDS	Employee Personnel Files	The series is used to document an employees work history and may include application for employment, disciplinary action, performance appraisals, promotions, and training information.	020	666	C	7 years after termination of employment
REGISTER OF DEEDS	Employee Time Sheets and Leave Reports	The series documents the hours worked by an employee. It includes daily calendars and email requesting leave.	020	445	C	40 years after termination of employment
REGISTER OF DEEDS	Employment Security Report	The series documents reports to the State of Tennessee Department of Employment Security. The Register of Deeds office reimburses the state trust fund for their proportion of benefits paid to former employees.	020	667	C	6 years
REGISTER OF DEEDS	Financing Statements	The series includes recorded documents related to the borrowing of money where personal items such as boats, trailer, jewelry, etc. are used as collateral.	020	668	C	Routine - 5 years after original filing or continuation; Public -finance or manufactured - home transaction - 30 years
REGISTER OF DEEDS	General Journal	The series is a double-entry system listing transactions including receipts, cash disbursement, and other common transactions; and the accounts to which they are posted.	020	669	C	7 years
REGISTER OF DEEDS	General Ledger	The series lists increases or decreases in liability, reserve, capital, income and expense accounts.	020	670	C	7 years

DEPT/DIVISION	TITLE	DESCRIPTION	SCHEDULE #	RDA #	TYPE	DISPOSITION
REGISTER OF DEEDS	Internet Customer Accounts	The series documents internet customer accounts for Register of Deeds services. Monies are placed into escrow accounts and auto bank drafts are generated as services are used. Walk in customer can also set up accounts.	020	671	C	5 years
REGISTER OF DEEDS	Note Books	The series is a list of recorded documents by receipt number showing the type of document, date and time of recording, and book and page number. 1993 - continuing		477	Obsolete	CY+5
REGISTER OF DEEDS	Original Documents Recorded But Not Picked Up	The series includes documents that are received and recorded but lack appropriate postage for them to be returned by mail to the owner. The Register of Deeds Office requires postage for documents that are to be returned by mail. If return postage is not received, documents must be picked up.	020	446	C	2 months
REGISTER OF DEEDS	Quarterly Report to IRS	The series is used to report quarterly income tax withheld from employee compensation.	020	672	C	6 years
REGISTER OF DEEDS	Receipts	The series documents fees collected for the recording of various documents. 1994 - continuing	020	447	C	5 years
REGISTER OF DEEDS	Record of Deeds (DEED BOOKS)	Recorded copies of absolute conveyances of real property, showing names of grantor and grantee, etc. Deeds are in binders, microfilm and microfiche. Sept 1784 - July 1964		360	OT	Thru Vol.. 2131 Transfer to Archives; VOL. 2132-3784 Destroy in JAN.2000

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REGISTER OF DEEDS	Recorded Documents	This series serves to provide public notice of property ownership, liens, contracts, and other transactions that affect the public interest. It includes all writings eligible for recording and their indexes. This series does not include uniform commercial code instruments.	020	673	C	Permanent
REGISTER OF DEEDS	Sign-Out Books	The series tracks the disposition of documents for recording including name, address, and phone number of individuals who pick up documents.		448	Obsolete	CY+3
SHERIFF	ACA ACCREDITATION RECORDS	Records are prepared for American Correctional Association accreditation for all DCSO correctional facilities, administrative staff, and the agency training academy. This series demonstrates departmental compliance with ACA accreditation standards. Records may include copies of various agency records that are reviewed in the accreditation audit.	002	506	C	Permanent
SHERIFF	ARMORY LOGS	This series documents the issuance and tracking of firearms, chemical and impact weapons, ammunition, and similar items.	002	436	C	20 years
SHERIFF	BOARD BILLS	This series supports billing by DCSO for reimbursement from the Tennessee Department of Corrections, U.S. Marshal's Service, and contracted agencies in conjunction with inmates held for state offenses. Records may include board bills and related documents.	002	410	C	5 years

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SHERIFF	COMMITTAL AND RELEASE DOCUMENTS	This series documents the placement and release of inmates. Records may include appearance mittimus, committal, release, workhouse committal, workhouse mittimus, judgment order, time comp hard cards, weekender logs, time comp releases, and related documentation.	002	409	C	5 years
SHERIFF	CORRECTIONAL SERVICES FILES	This series documents the operation of the Correctional Service Division which assists Metro departments, as well as non-profit and neighborhood groups, by providing offender work crews. Records provide a cumulative history of requests for service.	002	479	C	3 years
SHERIFF	DRUG TESTING UNIT RECORDS	This series documents urinalysis for inmates and those under probation agreement, the calibration of testing equipment, monthly reports to the courts, and services provided so that the Finance Division can charge the relevant agencies.	002	450	C	5 years
SHERIFF	FACILITY SURVEILLANCE RECORDS	This series records activities within secured areas of the Criminal Justice Center and public areas of the Sheriff's Administrative Building. Records may include surveillance videos.	002	480	C	Booking Room and SMU: 395 days; Administrative area: 31 days

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SHERIFF	GANG INTELLIGENCE RECORDS	This series implements DCSO efforts to identify, locate, and confirm gang members incarcerated within Davidson County. According to federal regulation, information in the records shall be validated within five years from initial identification of an inmate as a person of interest. By law, records cannot be kept longer than 5 years if the information cannot be reverified. Retention of the information can be extended for additional five-year cycles based on reverification of activity. Sample records include Gang Intelligence Information Sheets, Gang Intelligence Submission Reports, and supporting documentation.	002	517	C	Records of deceased persons of interest: destroy upon confirmation of death; Records for other persons of interest: destroy by the end of the current 5-year cycle
SHERIFF	INMATE CENSUS	This series documents inmate population and is used in preparation of monthly board bills and to answer questions regarding the number of inmates under the Sheriff's control. Sample records include in/out logs, booking and release documentation, and facility count reports.	002	413	C	5 years
SHERIFF	INMATE CLAIMS	This series provides documentation of inmate claims against the Sheriff's Office for loss of property or money. Records may include claim forms and responses to claims.	002	496	C	2 years
SHERIFF	INMATE CLOTHING, MONEY, AND PROPERTY RECORDS	This series documents clothing, money, and property held on behalf of an inmate and returned to the inmate upon release. Records may include property receipts, property releases, and daily transaction reports.	002	415	C	5 years

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SHERIFF	INMATE CONDUCT RECORDS	This series documents inmate conduct and staff response to that conduct. Sample records include incident and disciplinary reports, logs, hearing summaries, appellate board findings, use of force reports, and related records.	002	411	C	5 years
SHERIFF	INMATE GRIEVANCE RECORDS	Records document grievances filed by inmates regarding conditions of incarceration and specify the parties to whom the grievances should be directed. Grievances are monitored by a grievance coordinator at each facility. Records may include inmate grievances and the DCSO or contractor response.	002	416	C	5 years
SHERIFF	INMATE INSTITUTIONAL RECORDS	This series provides documentation of an inmate's incarceration including entry, release, general conduct, classification, and other matters related to overall inmate incarceration history. Sample records include committals, releases, classification history, incident reports, and work release applications.	002	492	C	15 years
SHERIFF	INMATE MEDICAL RECORDS	This series provides documentation of an inmate's health care while under the custody of any facility with a contractual agreement with the DCSO.	002	497	C	10 years
SHERIFF	INMATE TELEPHONE CALL RECORDINGS	This series includes routine recordings of inmate telephone calls, both completed and attempted. Phone numbers registered with the Tennessee Bar Association are blocked from recording to protect attorney client privilege. Records may include digital recordings and call logs.	002	523	C	6 months

DEPT/DIVISION	TITLE	DESCRIPTION	SCHEDULE #	RDA #	TYPE	DISPOSITION
SHERIFF	INMATE TRANSPORTATION RECORDS	This series documents the actions of the DCSO Transportation Division in the movement of inmates outside the jail facility. Records may include classification movement orders and related documentation.	002	481	C	5 years
SHERIFF	INTERNAL INVESTIGATIONS RECORDS	This series documents investigations resulting from complaints regarding internal DCSO operations, including DCSO employees, contract vendor staff, and inmates. Records may include Case Referral Investigation Waivers, Personnel Compliance Final Reports, and related documentation.	002	412	C	5 years
SHERIFF	JAIL MANAGEMENT SYSTEM LOG	This series documents, via an electronic database table, all entries, modifications, and deletions within the Jail Management System. The primary function of the log is to serve as a transaction table for operational problem resolution.	002	508	C	1 year from date of creation of log entry
SHERIFF	JAIL PATROL AND INSPECTION RECORDS	This series documents the observation, patrol, and/or inspection of DCSO facilities to insure the care, custody and control of inmates, and the protection and safety of staff and visitors. Records may include floor log books and related records of catwalk checks, cell checks, observation rounds, and suicide watches.	002	514	C	5 years
SHERIFF	LEGAL SUPPORT RECORDS	This series includes copies of legal petitions including case pleadings, depositions, work product, research, final orders, and other materials incident to civil litigation performed on behalf of DCSO.	002	509	C	2 years

DEPT/DIVISION	TITLE	DESCRIPTION	SCHEDULE #	RDA #	TYPE	DISPOSITION
SHERIFF	MENTAL HEALTH PROGRAMS AND ACTIVITIES RECORDS	This series documents DCSO involvement in mental health program delivery for inmates in custody. Sample records include official commitments, suicide watch orders, referrals to psychological services, incident reports, and use of force reports.	002	433	C	10 years
SHERIFF	NCIC QUERIES	This series documents queries made to the National Criminal Information Center (NCIC) in the regular course of inmate classification, background checks on employees, and orders of protection.	002	513	C	2 years or after audit, whichever is longer
SHERIFF	ORDERS OF PROTECTION	This series includes the Sheriff's Office copy of documents issued by the courts to help protect an individual from harassment or abuse. Records may include Orders of Protection and copies of criminal histories.	002	524	C	3 years
SHERIFF	PERSONNEL ACTIONS	This series documents hiring (including solicited and unsolicited job application material), disciplinary actions, and other personnel actions. Sample records include applications and resumes, job announcements, minutes, findings and related audio recordings of employee administrative hearings, notification letters, background checks, and related documentation.	002	507	C	2 years

DEPT/DIVISION	TITLE	DESCRIPTION	SCHEDULE #	RDA #	TYPE	DISPOSITION
SHERIFF	POLICY MANUAL	The DCSO creates policies as needed to control or guide agency operations. The policies either address all staff (such as policies concerning attendance, benefits and leave), or a single division (such as policies controlling service of civil process). In addition, the policies often control procedural requirements for the operation of certain areas. Each policy is reviewed at least annually, and some policies are modified more often as required to address issues in new case law or changes in statute. Because the DCSO is an elected office, the policy manual serves as the primary source of authority for the agency's actions. Records include the official policy manual containing original documents signed by the Sheriff.	002	564	C	Permanent
SHERIFF	PRE-TRIAL DIVERSION RECORDS	This series documents an individual's compliance with the requirements of the Pre-Trial Diversion Program through which the individual enters supervision for a specified period of time without a finding of guilt. Successful completion of the diversionary program may result in dismissal of charges, while unsuccessful participation results in the case being reset on a Settlement Docket. Records may include Pre-Trial Release agreements, Pre-Trial Release hard cards, NCIC background checks, mental health evaluations, drug test results, Pre-Trial Diversion reports, court orders, and copies of money orders.	002	539	C	5 years from final outcome of participation in diversion program

DEPT/DIVISION	TITLE	DESCRIPTION	SCHEDULE #	RDA #	TYPE	DISPOSITION
SHERIFF	PRE-TRIAL RELEASE RECORDS	This series documents an individual's compliance with the requirements of the Pre-Trial Release Program through which the individual pays a required fee, is released into the program's custody, and commits to appear in court. Records may include Pre-Trial Release agreements, Pre-Trial Release hard cards, NCIC background checks, mental health evaluations, drug test results, and receipt notices.	002	538	C	3 years from final outcome of participation in release program
SHERIFF	RELEASED FROM BOOKING RECORDS	This series provides documentation of an arrested person's stay in the Booking Room. These persons are released from custody, usually by making bond, prior to being fully processed into the jail. Sample records include committals, releases, conditions of release, jail intake screening forms, and identification photographs.	002	498	C	5 years
SHERIFF	RETURNED MAIL	DCSO notifies former inmates of the results of related grievances. If the U.S. Postal service is unable to deliver the mail, it is returned to DCSO.	002	565	C	1 year
SHERIFF	SCANNED RECORDS	This series includes paper records that are reformatted into the agency's digital imaging system.	002	503	C	6 months after the quality assurance process is completed
SHERIFF	SUBSTANCE ABUSE TREATMENT RECORDS	This series documents the interaction between Sheriff's Office staff and inmates who are participating in substance abuse programs within DCSO control. Records may include evaluations for program eligibility and treatment documentation.	002	484	C	10 years

DEPT/DIVISION	TITLE	DESCRIPTION	SCHEDULE #	RDA #	TYPE	DISPOSITION
SHERIFF	TRAINING (CADET) LOGS	Training logs are issued to each correctional cadet training class and provide cadets with training and practice in the proper method of log entry. These logs reflect the ongoing activities within various cadet classes as logged by cadets.	002	437	C	3 years
SHERIFF	TRAINING ACADEMY LESSON PLANS	This series includes the teaching base for all training administered by DCSO staff to DCSO employees, contract vendor staff, and/or volunteers. Records may include PowerPoint presentations, lesson plans, and handouts.	002	438	C	5 years
SHERIFF	TRAINING ACADEMY TRAINING RECORDS	This series documents training and certification of DCSO employees in compliance with agency policies. Sample records, organized by employee, include training certificates.	002	439	C	5 years after termination
SHERIFF	TRAINING ATTENDANCE RECORDS	This series documents attendance at staff training and meetings. Records may include sign-in sheets.	002	440	C	3 years
SHERIFF	TRAINING VIDEOS - COMMERCIAL PRODUCTIONS	This series includes video tapes purchased from vendors and used to supplement direct training. Sample subjects include corrections, administration, and supervision.	002	441	C	5 years after obsolete
SHERIFF	TRAINING VIDEOS - ORIGINAL PRODUCTIONS	This series includes video-based training produced by the Sheriff's Office and/or vendors. Sample subjects include use of force, chemical weapons, and scenario training.	002	442	C	Permanent

DEPT/DIVISION	TITLE	DESCRIPTION	SCHEDULE #	RDA #	TYPE	DISPOSITION
SHERIFF	VICTIM NOTIFICATION RECORDS	This series documents the DCSO victim notification process. Records may include victim notification request forms and related documentation.	002	510	C	3 years
SHERIFF	VISITATION RECORDS	This series documents persons making visits to specific inmates or to the jail facility. Information identifies the inmate, the visitor(s), and the date and time of the visit.	002	407	C	5 years
SHERIFF	WORK RELEASE AND CASE MANAGEMENT RECORDS	This series includes written notes by case managers and work release monitors. Records may include sign-out logs demonstrating an inmate's release and return from work, as well as contact with case managers.	002	505	C	3 years
SHERIFF	WORK RELEASE FINANCIAL RECORDS	This series documents receipt and disbursement of funds associated with the DCSO Work Release program. Records may include check stubs and receipts, court orders, and accounts reconciliation documentation.	002	414	C	10 years
SHERIFF CIVIL WARRANTS DIVISION	WARRANT OFFICE DISPATCH LOGS	Records are created to show the location of the individual warrant officer locations throughout a workday. The records are used by the Civil Warrant and Transportation divisions to ensure workloads are distributed evenly. The dispatch logs might also be used in defense of litigation against the agency for service of process. Records may include dispatch logs, radio logs, and supplemental logs.	002	567	C	3 years

DEPT/DIVISION	TITLE	DESCRIPTION	SCHEDULE #	RDA #	TYPE	DISPOSITION
SHERIFF CIVIL WARRANTS DIVISION	WARRANT OFFICER DAILY SERVICE LOGS	Records are created to ensure that warrant officers maintain accurate records of service of civil process. Records are used by warrant officers as a reminder for each day's service, and by the Civil Warrant division to ensure accurate and timely service of civil process. The logs might also be used in defense of litigation against the agency for service of process. The information contained on the logs is written (or "defaced") by the serving officer on the warrant/paper from the originating court. The information on the warrant/paper is the binding description of the service itself. A warrant officer's daily service log can act only as a supporting document; if the two are in conflict, the defaced information is considered accurate. Records include only the warrant officer daily service logs.	002	568	C	3 years
SOCIAL SERVICES	SITE RECORDS	This series documents the provision of meals and nutritional information to individuals at particular locations.		428	C	CY+3

DEPT/DIVISION	TITLE	DESCRIPTION	SCHEDULE #	RDA #	TYPE	DISPOSITION
SOCIAL SERVICES CHILD CARE	Child Care Client Files	These records are created as a result of Child Care services provided by Social Services and contain information about the families that are served. The Parent/Guardian's part of the record consists of a children's health form, application, information of pertinent individuals to contact in the event of an emergency, policy statement signature page, arrival and departure time of child, release of information, certificate information from DHS, permission signature page for outings, pictures of children, assessments, and notes written to and received from parents. The Children's part of the records are created to track the developmental progress of the child who attends the Child Care program. It includes a monthly narrative, assessment tool, notes of parents and staff, and "Your Child's Habits."	003	544	C	7 years
SOCIAL SERVICES CHILD CARE	Enrollment\Attendance Verification (EAV's)	These records document the number of children that attend the Child Care program in order that reimbursement can be made from the Tennessee Department of Human Services. It includes daily attendance sheets, master roster, receivable warrants, printout of reimbursement expenses, and total hours of attendance.	003	546	C	3 years
SOCIAL SERVICES CHILD CARE	Time Records	These records are created in order to accurately document the number of hours worked by an employee. It includes handwritten sign in sheets, time cards, requests for leave, recording of comp and overtime.	003	543	C	3 years

DEPT/DIVISION	TITLE	DESCRIPTION	SCHEDULE #	RDA #	TYPE	DISPOSITION
SOCIAL SERVICES CHILD CARE	USDA Records	These records are created in order to make a claim for reimbursement from the state for food supplements offered to the children in the Child Care program. It includes a monthly report, menus roster of participants, meal count, claim for reimbursement and contracts.	003	545	C	3 years
SOCIAL SERVICES FAMILY SERVICES	Burial Files	This series documents burial services provided to those who are unable to afford burial expenses and who meet eligibility criteria. The series includes individual folders containing applications, employment verifications, financial statements, bills, and Funeral Home and Vault Company information. The series also includes a list of unknown persons buried at City Cemetery and grave numbers for those buried after 1998 at City Cemetery.	006	555	C	Permanent
SOCIAL SERVICES FAMILY SERVICES	Customer Records	This series documents services provided to customers of Family Services at Central Office including Martha O'Brian (Cayce) and Edgehill Family Resource Centers such as financial assistance, housing, utilities, food, clothing, and case management. The series includes applications, assessments, social plans, release of information forms, medical forms, employment verifications, customer rights, financial statements, housing information, utility and other bills, Social Security Agreement forms, Grant Authorization vouchers, and copies of the Social Security card.	006	556	C	7 years

DEPT/DIVISION	TITLE	DESCRIPTION	SCHEDULE #	RDA #	TYPE	DISPOSITION
SOCIAL SERVICES HOMEMAKER PROGRAM	Adult Protective Services and Homemaker Only Program	The Adult Protective Services (APS) and Homemaker Only (HMO) Homemaker Programs provide assistance to individuals and couples with light housekeeping, essential shopping and personal care. These cases do not have to meet any income guidelines. The program is funded by state and Metro funds. Referrals are accepted only from the Tennessee Department of Human Services (DHS) Adult Protective Services Program. In some cases, DHS will close their case but feel the case should remain open for homemaker services only. Those cases then become HMO cases. Records may include monthly activity reports, medical statements, customer surveys, service plans, social work assessments and referral forms from DHS.	008	572	C	7 years
SOCIAL SERVICES HOMEMAKER PROGRAM	Aged and Handicapped Homemaker Program	The Aged and Handicapped (A & H) Homemaker Program provides assistance to individuals and couples with light housekeeping, essential shopping and personal care. The program is funded by state and Metro funds. Referrals are accepted from individuals as well as other agencies. Household income must not exceed Social Service Block Grant (SSBG) guidelines. Records may include monthly activity reports, medical statements, customer surveys, service plans, grievance/appeal forms, social worker assessments, and all forms associated with SSBG guidelines.	008	569	C	7 years

DEPT/DIVISION	TITLE	DESCRIPTION	SCHEDULE #	RDA #	TYPE	DISPOSITION
SOCIAL SERVICES HOMEMAKER PROGRAM	Children Homemaker Program	The Children Homemaker Program provides assistance to families with light housekeeping, parenting skills, school advocacy, food and meal planning, budgeting and essential shopping. These cases do not have to meet any income guidelines. This program is funded by Mid Cumberland Community Service Agency and Metro funds. Referrals are accepted from agencies as well as individuals. Records may include assessments, social history, rights and responsibility forms, agreements to participate, service plans, grievance/appeal forms, Title VI, homemaker notes, task checklist, and referral forms.	008	573	C	7 years
SOCIAL SERVICES HOMEMAKER PROGRAM	Metro Homemaker Program	The Metro Homemaker Program provides assistance to individuals and couples with light housekeeping, essential shopping and personal care. Referrals are accepted from individuals as well as other agencies. Income must not exceed Metro guidelines. The program is funded by Metro. Records may include monthly activity reports, medical statements, customer surveys, service plans, grievance/appeal forms and social worker assessments.	008	570	C	7 years
SOCIAL SERVICES HOMEMAKER PROGRAM	Options Homemaker Program	The Options Homemaker Program provides assistance to individuals and couples with light housekeeping, essential shopping and personal care. The program is funded by the Greater Nashville Regional Council (GNRC) and referrals are only accepted from GNRC. Records may include the authorization form from GNRC, monthly activity reports, time sheets and social notes.	008	571	C	7 years

DEPT/DIVISION	TITLE	DESCRIPTION	SCHEDULE #	RDA #	TYPE	DISPOSITION
SOCIAL SERVICES REFUGEE SERVICES	Agreements	This series documents a memorandum of understanding between Social Services and other Metro Departments to provide interpretive services. Social Services is reimbursed for services that are provided. A copy is filed in the Metro Clerk's Office.	005	551	C	3 years
SOCIAL SERVICES REFUGEE SERVICES	Client Files	Records are created to assess refugees and to document casework services provided to assist them with their new lives in the United States. The series includes intake and assessment forms such as client information form, checklist for client record, client disclosure of benefits, comprehensive assessment and service plan, social adjustment and employment orientation form, notice of right to file an appeal or grievance, client contract, release of information, job placement forms, job verification form, employment follow-up form and copies of client personal documents such as social security card, I-94 , Visa, and State ID.	005	548	C	7 years
SOCIAL SERVICES REFUGEE SERVICES	Client Information Form	These forms provide information about a client. The series includes demographic information including name, address, date of birth, national origin, language spoken, date of entry into the U.S., alien registration number, social security number and other household members. This is a copy of the original that is filed in the Client File.	005	550	C	3 years
SOCIAL SERVICES REFUGEE SERVICES	Job Placement Form	These forms document a clients placement in a job and include information such as the employer's name and address, start day, wage and availability of benefits. This is a copy of the original that is filed in the Client File.	005	549	C	3 years

DEPT/DIVISION	TITLE	DESCRIPTION	SCHEDULE #	RDA #	TYPE	DISPOSITION
SOCIAL SERVICES REFUGEE SERVICES	Monthly Activity Reports	These reports are created by the Program Specialist or Social Worker to document services provided to clients including employment and social adjustment services.	005	553	C	1 year
SOCIAL SERVICES REFUGEE SERVICES	Monthly Reports	These internal monthly activity reports document the number of cases served by grants for Refugee Social Services and the Targeted Assistance programs.	005	554	C	1 year
SOCIAL SERVICES REFUGEE SERVICES	Quarterly Reports	These reports are prepared for the Fund Source (DHS) to document program. The report includes expenditures, reporting on employment services that are provided, and a narrative of program activities	005	552	C	3 years
SOCIAL SERVICES RICHLAND VILLAGE	Accounts Payable	This series documents the purchase and payment for services, equipment, and supplies. Included are requisitions, purchase orders, receiving reports, individual petty cash expenses, receivable warrants, purchase card expenditures.	004	541	C	3 years
SOCIAL SERVICES RICHLAND VILLAGE	Bank Account "Look Out"	This series documents a bank account set up for the old "Look Out" Residential Program at Richland Village. Donations were received from businesses and private individuals to be used for the purchase of items for the children clients such as clothing, emergency expenditures, and group activities. The bank account was closed in 2002. The series includes bank reconciliations, bank statements, request for reimbursements, check copies, deposit books, and memos related to the program.	004	542	C	6 years

DEPT/DIVISION	TITLE	DESCRIPTION	SCHEDULE #	RDA #	TYPE	DISPOSITION
SOCIAL SERVICES RICHLAND VILLAGE	Customer Records	This series consists of individual folders created in order to render family centered casework, prevention and support, intensive family preservation and educational services to children and families through Richland Village Community Services Program. It documents activities of children and families including brief counseling, case coordination, information and referral, financial assistance, parenting education, life/social groups, therapeutic mentoring and small group instruction. The series includes Referral forms, Case Information forms, Medical information, Parent Consent and Agreement, Rights and Responsibilities, Youth After School Program Contracts, Statement of Confidentiality, Consent to Provide Transportation, Customer Appeal and Grievance Policy, Photo/Video Release, Assessments, Contact Logs, Progress Notes, Service Plan, Release of Information, External Agency Reports, Financial Reports, Legal Documents, and Case Closure forms. This continuing program started on July 1, 2002.	004	547	C	7 years
SOCIAL SERVICES RICHLAND VILLAGE	Payroll Records	This series documents employees pay including any additions or deductions. Included are payroll registers, payroll worksheets, payroll authorizations, travel claim forms, and time cards.	004	540	C	3 years
SOCIAL SERVICES RICHLAND VILLAGE	Richland Village Client/Child Files	This series includes activities of the child while under the care of Richland Village including counseling, assessments, group attendance, daily activities, school reports, shot records, and doctors appointments. Services under this program ceased on June 30, 2002.		515	C	Destroy in January following 21st birthday

DEPT/DIVISION	TITLE	DESCRIPTION	SCHEDULE #	RDA #	TYPE	DISPOSITION
SPORTS AUTHORITY	Facility Management Records	This record series represents the financial, legal and construction files that detail the on-going, renewable leases of Metro-owned facilities. Documents will include, but not limited to, operating and development agreements, license and use agreements, consent forms, insurance forms, economic impact reports, operating budgets, blueprints, upgrades and replacement materials, inspections, revenues, bonds, income statements, ticket settlements, annual reports, audits, marquee plans, news articles, policies and ordinances, endorsements and naming rights.		806	C	Retain 3 years after the property is sold by Metro. Offer to Archives for historical consideration. Items not selected may be securely destroyed if no other authorized retention has any binding over them.
STATE TRIAL COURT COMMUNITY CORRECTIONS	Case Management Files	Filed by name and year, individual files contain court orders, case officer inspection sheets, offender profiles, examination forms, and other technical requirements documenting a person's history while on the program. The DCCCP is tied to State grant funding with some Federal monies involved. Information is confidential.		765	C	Hold 10 years after completion of program, then destroy.
STATE TRIAL COURT SPECIAL SERVICES UNIT	Specimen and Documentation	The Urine Specimen of a defendant is collected either within the Special Services forensic lab or by an outside agency (Sheriff, Davidson County Drug Court, e.g.) The Chain of Custody of the vial containing the specimen is tracked, signed and documented. In the Special Services Unit forensic lab the specimen is tested and certified. The Test Results are issued to the requesting agency.		764	C	Urine Specimen – if negative, the specimen may be discarded. If positive, the specimen is to be frozen and stored for up to one year. Chain of Custody and Test Results – retain 5 years.
TENNESSEE STATE FAIR	ACCOUNTS PAYABLE LEDGER	This series is arranged by vendor and records payments for products or services. 1975 - continuing		451	C	CY+7

DEPT/DIVISION	TITLE	DESCRIPTION	SCHEDULE #	RDA #	TYPE	DISPOSITION
TENNESSEE STATE FAIR	ADMISSION AND PARKING WORKING PAPERS	This series accounts for admission tickets sold and parking fees collected during the State Fair.		452	C	CY+6, THEN ARCHIVES
TENNESSEE STATE FAIR	AUDIO TAPES	Audio Tapes/Cassettes of the meetings of the Tennessee State Fair Board. 1986 - continuing		453	C	CY+1, THEN ARCHIVES
TENNESSEE STATE FAIR	BANK RECONCILIATION	1994 - continuing		454	C	CY+6
TENNESSEE STATE FAIR	BUDGET FILES	This series includes working papers used in the preparation of the annual budget.		455	C	CY+6, THEN ARCHIVES
TENNESSEE STATE FAIR	BUILDING DEPRECIATION	This ledger identifies buildings and Improvements to the State Fair grounds, year acquired, life expectancy, net asset value, and monthly depreciation.		456	C	CY+7, THEN ARCHIVES
TENNESSEE STATE FAIR	CANCELED CHECKS-FLEA MARKET	1993 - continuing		457	C	CY+6
TENNESSEE STATE FAIR	CANCELED CHECKS-PREMIUM	1990 - continuing		458	C	CY+6
TENNESSEE STATE FAIR	CASH DISBURSEMENT LEDGER	1981 - continuing		459	C	CY+7
TENNESSEE STATE FAIR	CASH RECEIPTS LEDGER	1968 - continuing		460	C	CY+7
TENNESSEE STATE FAIR	CONCESSION LICENSE	This agreement is between the Fair Board and parties providing food and beverages during the Tennessee State Fair.		461	C	CY+6

DEPT/DIVISION	TITLE	DESCRIPTION	SCHEDULE #	RDA #	TYPE	DISPOSITION
TENNESSEE STATE FAIR	FINANCIAL STATEMENT	This is a computer printout balance sheet showing assets, liabilities, and equity. 1991 - continuing		462	C	CY+6
TENNESSEE STATE FAIR	FLEA MARKET STATUS REPORT	This series includes folders for each rental area of the Flea Market, date, name, and company of renter. 1993 - continuing		463	C	CY+3
TENNESSEE STATE FAIR	GENERAL JOURNAL	Ledger showing debits and credits by account number. 1974 - continuing		464	C	FY+7
TENNESSEE STATE FAIR	GENERAL LEDGER TRIAL BALANCE	Computer printout 1972 - continuing		465	C	FY+7
TENNESSEE STATE FAIR	PAYROLL REPORT FOR TEMPORARY FAIR EMPLOYEES	Printout showing temporary employees name, social security number, earnings, and deductions. 1988 - continuing		466	C	CY+6
TENNESSEE STATE FAIR	PREMIUM ACCOUNT PRINTOUT	This series identifies participants who are eligible to receive Premiums (prizes) during the State Fair. It also includes a check register for all premiums issued.		467	C	CY+6
TENNESSEE STATE FAIR	RECEIPTS	1994 - continuing		468	C	CY+5
TENNESSEE STATE FAIR	SUBJECT FILES	General information files created in the operation of the State Fair office..		469	C	CY+5, THEN ARCHIVES
TENNESSEE STATE FAIR	TAX RECORDS	Quarterly tax report 1099's and withholding tax W-2's.		470	C	CY+6

DEPT/DIVISION	TITLE	DESCRIPTION	SCHEDULE #	RDA #	TYPE	DISPOSITION
TENNESSEE STATE FAIR	TIME AND ATTENDANCE RECORDS	Accounting of each employee's hours worked and vacation, sick, or compensatory time used.		471	C	CY+6

DEPT/DIVISION	TITLE	DESCRIPTION	SCHEDULE #	RDA #	TYPE	DISPOSITION
TRANSPORTATION LICENSING COMMISSION	Horse-Drawn Carriage Company Files	Companies desiring to operate or own a horse-drawn carriage company must apply for a Certificate of Public Convenience and Necessity under the provisions of Metro Code Chapter 12.54. Certificates must be renewed no later than March 1 of each year, or they expire. Files for companies which renew their certificates will typically contain records for multiple years. The following information is included in the company files: Application and/or Transfer Form -includes name of the company, business and mailing addresses, telephone and fax number, email address, web site, type of company (e.g., solely owned, partnership, or corporation), names and addresses of all partners and executive officers, experience of the applicants, listing of locations from which the company will operate, information on carriage vehicles to be used, information on horses to he used, information on carriage drivers, a copy of the company's rules governing vehicles and drivers, driver training plans, certified financial statements (these may be redacted), list of four business references, evidence of insurance, disclosure of arrest and convictions record, driver discipline/rewards information, plans for future investment in the company, copies of complaints received, documents related to applications or disciplinary action by Commission, information related to Commission inspections, information related to payment of required fees, information related to Carriage routes and approvals, information related to drivers' manifests, information related to insurance, copies of Court records, and copies of horse/vehicle incident reports.	031	716	C	Retain 5 years after expiration of last certificate, then destroy.

DEPT/DIVISION	TITLE	DESCRIPTION	SCHEDULE #	RDA #	TYPE	DISPOSITION
TRANSPORTATION LICENSING COMMISSION	Horse-Drawn Carriage Driver Permit Application files	Metro Code Chapter 12.54 requires an application for certificate of public convenience and necessity to be filed by those desiring to drive a horse-drawn carriage. Permits must be renewed by March 1st of each year, or they expire. This series include an application form, results of FBI/TBI fingerprint-based background check; copies of U.S. Department of Transportation Medical Card, drug test results, TN drivers license, Official Driver Record from TN. Department of Safety, passport-sized photograph of applicant, previously expired carriage driver permits issued by the Commission, INS or Homeland Security/ICE documentation, court records indicating name change, vehicle accident reports, complaints received and/or documents related to applications or disciplinary action by Commission.		717	C	Retain 5 years after expiration of last permit, the destroy.
TRANSPORTATION LICENSING COMMISSION	Low Speed Vehicle Companies	Companies apply for the right to transport people a short distance on a low speed route throughout Nashville. The license consists of a certificate of public convenience and necessity. It will list the company name, address and telephone number. The license is good from April 1 one year to April 30 of the next, and then it must be renewed. Company must have proof of comprehensive general (public) liability and property damage insurance for no less than $1,000,000 and automobile liability in an amount of no less than $1,000,000 combined single limit.		800	C	Retain 5 years after expiration of last certificate, then destroy.

DEPT/DIVISION	TITLE	DESCRIPTION	SCHEDULE #	RDA #	TYPE	DISPOSITION
TRANSPORTATION LICENSING COMMISSION	Low Speed Vehicle Drivers	Drivers must receive a permit through the Transportation Licensing Commission and have a valid TN driver license. Permits are valid from April 1 one year to April 30 of the next, and then must be renewed. Background checks are run for the initial application, then every 5 years thereafter.		801	C	Retain 5 years after expiration of last permit, then destroy.

DEPT/DIVISION	TITLE	DESCRIPTION	SCHEDULE #	RDA #	TYPE	DISPOSITION
TRANSPORTATION LICENSING COMMISSION	Other Passenger Vehicles for Hire (OVH) Company Files	Companies desiring to operate or own an OVH company must apply for a Certificate of Public Convenience and Necessity under the provisions of Metro Code Chapter 6.74. Certificates must be renewed no later than March 31 of each year, or they expire. Files for companies which renew their certificates will typically contain records for multiple years. The following information is included in the company files: Application and/or Transfer form, and Applications for temporary OVH permits-include name of the company, email address, telephone and fax number, address, web site, type of company (eg., solely owned, partnership and whether a livery, shuttle, special purpose vehicle for hire), names and addresses of all partners and executive officers, experience of the applicants, number of vehicles with a copy of the current registration and/or title of the vehicle, driver training plans, copies of company trip sheets and daily manifest, list of two references of financial responsibility, evidence of insurance on vehicles and general (public) liability and property insurance, disclosure of arrest and convictions record, information on complaints, copies of complaints received and/or documents related to applications or disciplinary action by Commission, information related to Commission inspections, information related to payment of required fees, information related to Airport Ground Transportation, information related to insurance, owner background checks, copies of Court records, copies of vehicle accident reports and copies of citations issued by TLC inspectors.	031	749	C	Retain 5 years after expiration of last certificate, then destroy.

DEPT/DIVISION	TITLE	DESCRIPTION	SCHEDULE #	RDA #	TYPE	DISPOSITION
TRANSPORTATION LICENSING COMMISSION	Other Passenger Vehicles for Hire (OVH) Driver Permit Application Files	Metro Code Chapter 6.74 requires an application for certificate of public convenience and necessity to be filed by those desiring to drive or own an OVH. Permits must be renewed by March 31 of each year, or they expire. This series include an application form, results of FBI/TBI fingerprint-based background check; copies of U.S. Department of Transportation Medical Card, drug test results, TN Drivers license, Official Driver Record from TN department of Safety, passport-sized photograph of applicant, previously expired OVH driver permits issued by the Commission, INS or Homeland Security/ICE documentation, court records indicating name change, vehicle accident reports, complaints received and/or documents related to applications or disciplinary action by Commission, and copies of citations issued to driver by TLC Inspectors.	031	750	C	Retain 5 years after expiration of last permit, then destroy.

DEPT/DIVISION	TITLE	DESCRIPTION	SCHEDULE #	RDA #	TYPE	DISPOSITION
TRANSPORTATION LICENSING COMMISSION	Pedal Carriage & Pedi-Cab Companies	Companies apply for the right to operate a manual pedal driven vehicle known as a cab or carriage. The carriage may operate a low output engine to assist with inclines. Licenses are valid from April 1 one year to April 30 of the next, and then must be renewed. The license consists of a certificate of public convenience and necessity. It will list the company name, address and telephone number. Both types of vehicles must carry public liability insurance of no less than $1,000,000 known as combined single limit coverage. In addition, the Pedal Carriage Companies must also maintain a policy of liquor liability insurance with the minimum amount to be $1,000,000. Such certificate will certify that the policy provides for a minimum of $1,000,000 per Pedi-Cab or Pedal Carriage for liability imposed by law for damages on account of bodily injuries, death or personal damages other than injuries, death or property damages of the company or driver in any one accident resulting from the ownership, maintenance or use of such Pedi-Cab or Pedal Carriage.		802	C	Retain 5 years after expiration of last certificate, then destroy.
TRANSPORTATION LICENSING COMMISSION	Pedal Carriage & Pedi-Cab Drivers	Drivers must receive a permit through the Transportation Licensing Commission and have a valid U.S. driver license. Permits are valid from April 1 one year to April 30 of the next, and then must be renewed. Background checks are run for the initial application, then every 5 years thereafter.		803	C	Retain 5 years after expiration of last permit, then destroy.

DEPT/DIVISION	TITLE	DESCRIPTION	SCHEDULE #	RDA #	TYPE	DISPOSITION
TRANSPORTATION LICENSING COMMISSION	Taxicab Company Files	Companies desiring to operate or own a taxicab company must apply for a Certificate of Public Convenience and Necessity under the provisions of Metro Code Chapter 6.72. Certificates must be renewed no later than August 31 of each year, or they expire. Files for companies which renew their certificates will typically contain records for multiple years. The following information is included in the company files: Application and/or Transfer Form, and Applications for Additional Taxicab Permits -include name of the company, email address, telephone and fax number, address, web site, type of company (e.g., solely owned, partnership, or corporation), names and addresses of all partners and executive officers, experience of the applicants, number of vehicles with detailed list (including make, model, year, vehicle type, VIN of each vehicle; whether each vehicle is owned, leased, or to be purchased), a list of other company equipment, a list of drivers and copies of all drivers' permits, driver training plans, copies of company contracts and certified financial statements (these may be redacted), list of four business references, evidence of insurance on each vehicle, disclosure of arrest and convictions record, information on complaints, driver discipline/rewards information, plan for future investment into the company, and plans for uses of the internet, copies of complaints received and/or documents related to applications or disciplinary action by Commission, information related to Commission inspections, information related to payment of required fees, information related to Airport Ground Transportation, information related to Company dispatch records and drivers' manifests, information related to insurance, information related to company financial records (may be redacted), copies of Court records, and copies of vehicle accident reports.	031	718	C	Retain 5 years after expiration of last certificate, then destroy.

DEPT/DIVISION	TITLE	DESCRIPTION	SCHEDULE #	RDA #	TYPE	DISPOSITION
TRANSPORTATION LICENSING COMMISSION	Taxicab Driver/Owner Permit Application files	Metro Code Chapter 6.72.30 requires an application for certificate of public convenience and necessity to be filed by those desiring to drive or own a taxicab. Permits must be renewed by September 30 of each year, or they expire. This series include an application form, results of FBI/TBI fingerprint-based background check; copies of U.S. Department of Transportation Medical Card, drug test results, TN drivers license, Official Driver Record from TN. Department of Safety, passport-sized photograph of applicant, results of Taxi Driver Knowledge Test or Taxi Pro School completion, Taxi company affiliation forms, previously expired taxi driver permits issued by the Commission, INS or Homeland Security/ICE documentation, court records indicating name change, vehicle accident reports, complaints received and/or documents related to applications or disciplinary action by Commission.	031	719	C	Retain 5 years after expiration of last permit, then destroy.
TRANSPORTATION LICENSING COMMISSION	Vehicle Inspection Forms	These forms document the inspections of Taxis, Wreckers, Other Passenger Vehicles for Hire, and Carriages. Taxis, OVH and Carriages are inspected once a year. Wreckers are inspected every six (6) months. Prior to the use and operation of any of these vehicles, they must be inspected and found to comply with the rules, regulations and ordinances prescribed by the Metropolitan Transportation Licensing Commission regarding safety and all required equipment.		754	C	Retain 6 years, then destroy
TRANSPORTATION LICENSING COMMISSION	Vehicle Insurance Data	This series documents proof of insurance/liability for all vehicles licensed by the Transportation Licensing Commission.		473	C	Retain 6 years, then destroy.

DEPT/DIVISION	TITLE	DESCRIPTION	SCHEDULE #	RDA #	TYPE	DISPOSITION
TRANSPORTATION LICENSING COMMISSION	Wrecker Company Files	Companies desiring to operate or own a wrecker company must apply for a license under the provisions of Metro Code Chapter 6.80. Licenses must be renewed no later than December 1 of each year, or they expire. Files for companies which renew their licenses will typically contain records for multiple years. The following information is included in the company files: Application and/or Transfer Form - includes name of the company, business and mailing addresses, telephone and fax number, email address, web site, type of company (e.g., solely owned, partnership, or corporation), names and addresses of all partners and executive officers, experience of the applicants, listing of locations from which the company will operate, information on wreckers and other equipment to be used, lists of employees/drivers, company rules and driver training/certification information, certified financial statements (these may be redacted), lists of business references, evidence of insurance, and evidence of compliance with Metro Codes, copies of complaints received and/or documents related to applications or disciplinary action by Commission, information related to Commission inspections, information related to payment of required fees, documentation related to tows, charges, notifications, and dispositions of abandoned vehicles as investigated by authorities, information related to drivers' records, copies of Court records, copies of incident reports, copies of documents related to police impoundment of vehicles, copies of contracts and approvals by private property owners or their designated agents related to non-consent towing.	031	720	C	Retain 5 years after expiration of last license, then destroy.

DEPT/DIVISION	TITLE	DESCRIPTION	SCHEDULE #	RDA #	TYPE	DISPOSITION
TRANSPORTATION LICENSING COMMISSION	Wrecker Driver Permit Application files	Metro Code Chapter 6.80 requires an application be filed by those desiring to engage in the business of providing emergency wrecker services. Permits are issue for two years and must be renewed no later than December 1 of the second year, or they expire. This series include an application form, Background check form, results of TBI criminal records check, TN drivers license, previously expired wrecker driver permits issued by the Commission, INS or Homeland Security/ICE documentation, vehicle accident reports, complaints received and/or documents related to applications or disciplinary action by Commission.	031	721	C	Retain 5 years after expiration of last permit, then destroy.
TRUSTEE	TAX LISTS	Record of taxable property by civil districts, showing owner's name, location, and description of property,		313	C	APRIL 1+10
TRUSTEE	TAX RECEIPT FILES	Receipts for property taxes which have been paid, showing from whom received, date, amount and purpose, amount credited, etc. Maintained numerically by batch control card.		314	C	APRIL 1+10
WATER SERVICES	Bypass Reports	These are reports to the State of Tennessee developed on a monthly basis reflecting any and all bypassing from each pumping station or regulator in the Metro System. Reporters are filed monthly and by year.		357	C	OPERATIONS CY+10;ADMIN. COPY CY+3
WATER SERVICES	Maintenance and Repair Work Orders	This series provides documentation of activities related to Water and Sewer system attributes.		495	C	FY+3

DEPT/DIVISION	TITLE	DESCRIPTION	SCHEDULE #	RDA #	TYPE	DISPOSITION
WATER SERVICES	Refund Checks	This series documents refund checks issued following a settlement with another utility district. 1996-1997		427	OT	DESTROY JAN. 2005
WATER SERVICES	Water and Sewer Capital Improvements Program	1983 - 1990		384	OT	TRANSFER TO ARCHIVES
WATER SERVICES	Water and Sewerage Services Annual Financial Reports	1913 - 1988		385	OT	TRANSFER TO ARCHIVES
WATER SERVICES CUSTOMER SERVICES	Customer Accounting Records - Electronic Record	This series documents billing activity for all Water and Sewerage accounts. It includes billings, payments, and a history of each account.	024	426	C	CY+5
WATER SERVICES CUSTOMER SERVICES	Customer Service Permit Records	Customer Service Permit Records are kept of all water and sewer connections. Information contained in these records such as address, owner, permit numbers, tap size, service size, and location of connections are used to enable Metro Water to provide ongoing services related to systems and customers. Water and sewer connections are indexed by street name and map-parcel number. These records were maintained manually on index cards from approximately 1915 to 2005 and all have been scanned electronically and added to an electronic database. The Permits Office maintains the database with its daily changes and access is obtained through the program Web Extender.	024	696	C	Permanent. Original paper records may be destroyed after being imaged provided all conditions required by state law have been met as described in Metro Legal Opinion 2003-04.

DEPT/DIVISION	TITLE	DESCRIPTION	SCHEDULE #	RDA #	TYPE	DISPOSITION
WATER SERVICES ENGINEERING	Engineering Project Files	The Engineering Division provides technical support to Metro Water Services including utility review, development services, records and mapping, property services, construction inspection, design, surveys, modeling/monitoring, overflow abatement, cross connection, system support, and research development. Records are used to track the development, design, and construction of capitol infrastructure projects. The following types of records are included in this series: Inspector worksheets, Work Request, Work Orders, Valve Operations, Deed of Conveyance, Notary papers, letters certifying equipment used meet specifications, release of claims as to labor and material on job, application to install water facilities, maps of construction area, letters from Metro Clerk to Finance, Purchasing, and Water informing them that contract is on file, letters from Tn. Department of Health and Environment acknowledging receipt, approval of construction documents and notification of start date. Agreement for Dedication of Easements, Utility Relocation Contracts and other related correspondence necessary to build and operate water and sewer improvements are part of these files.	025	697	C	Permanent. Original paper records may be destroyed after being imaged provided all conditions required by state law have been met as described in Metro Legal Opinion 2003-04.