

Computerized Dockets

Dear Reader:

The following document was created from the MTAS website ([mtas.tennessee.edu](https://www.mtas.tennessee.edu)). This website is maintained daily by MTAS staff and seeks to represent the most current information regarding issues relative to Tennessee municipal government.

We hope this information will be useful to you; reference to it will assist you with many of the questions that will arise in your tenure with municipal government. However, the *Tennessee Code Annotated* and other relevant laws or regulations should always be consulted before any action is taken based upon the contents of this document.

Please feel free to contact us if you have questions or comments regarding this information or any other MTAS website material.

Sincerely,

The University of Tennessee
Municipal Technical Advisory Service
1610 University Avenue
Knoxville, TN 37921-6741
865-974-0411 phone
865-974-0423 fax
www.mtas.tennessee.edu

Table of Contents

Computerized Dockets	3
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Computerized Dockets

Reference Number:
MTAS-323

Any information required to be kept as a public record by the court clerk may be maintained on a computer or computer storage media instead of in bound docket books provided the following standards are met:

1. The information must be available for public inspection unless it is confidential according to law;
2. Due care is taken to maintain the information as a public record during the time required by law for retention (dockets must be retained forever);
3. All data stored within the computer system shall be copied to computer storage media daily (computer disks, backup tapes, etc.), and newly created computer storage media more than one week old shall be stored at a location other than at the building where the original is maintained; and
4. The clerk can provide a paper copy of the information when needed or when requested by a member of the public. ^[1]

Computer programs allow for searches based on names, eliminating the need for alphabetical indexing of names.

^[1] T.C.A. 10-7-121

DISCLAIMER: The letters and publications written by the MTAS consultants were written based upon the law at the time and/or a specific sets of facts. The laws referenced in the letters and publications may have changed and/or the technical advice provided may not be applicable to your city or circumstances. Always consult with your city attorney or an MTAS consultant before taking any action based on information contained in this website.

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