

## The Recorder's Job

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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,

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Reference Number:  
MTAS-1011

The recorder's duties under RONR are to:

1. Keep a record of the minutes
2. Keep on file all committee reports
3. Keep the official membership roll and call role where it is required
4. Make the minutes available
5. Furnish the governing body with documents necessary for them to do their jobs
6. Furnish delegates with credentials (not applicable to small governing bodies)
7. Sign all certified copies of acts of the governing body
8. Maintain minute books and have the current minute book on hand at each meeting
9. Send notice of the next meeting to the elected officials
10. Prepare the agenda (order of business) for each meeting for the use of the mayor
11. Call a meeting to order in the absence of the mayor and vice mayor and manage the election of a mayor pro tem for that meeting.

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*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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