



Final Form of Minutes

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
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Final Form of Minutes

Reference Number: MTAS-1013

The final minutes:

- should be typewritten or written legibly in permanent ink;
 - should have a wide margin for corrections;
 - should not be defaced. Corrections should be made by bracketing the erroneous portions and stating corrections in the wide margin;
 - should be kept in book form. If in longhand, a bound book should be used; if typewritten, use a loose-leaf, lock minute book. If using the latter, number each page; and
 - should be signed, when approved, by the recorder and mayor.
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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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Municipal Technical Advisory Service
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