



Municipal Technical Advisory Service  
INSTITUTE *for* PUBLIC SERVICE

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## Permanent Records

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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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## Permanent Records

**Reference Number:** MTAS-475

Permanent records are records of such value that they must always be retained in some kind of permanent format. Examples of permanent records are the original process in a civil or criminal proceeding and the minutes of the city's governing body. Some records, such as deeds, are kept permanently because the record continues to have legal significance in perpetuity. Other records are permanent because they preserve certain information about the way we live and conduct government and are, therefore, historically valuable. Still others are useful for statistical or planning purposes. Then there are those that are permanent simply because there are laws that have declared them to be so. All of these need to be kept in such a manner as to preserve them indefinitely.

### ***Photographic or Electronic Preservation of Permanent Records***

The governing body of any municipality may by resolution authorize the disposal of any permanent paper record of the municipality when the record has been photocopied, photostated, filmed, microfilmed, preserved by microphotographic process, or reproduced onto computer or removable computer media, or any appropriate electronic medium, in accordance with § 10-7-121 [1]. T.C.A. § 10-7-702.

The Tennessee State Library and Archives does not accept records in electronic format.

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### **Links:**

[1] [https://1.next.westlaw.com/Link/Document/](https://1.next.westlaw.com/Link/Document/FullText?findType=L&pubNum=1000039&cite=TNSTS10-7-121&originatingDoc=N370575E013C411)

[FullText?findType=L&pubNum=1000039&cite=TNSTS10-7-121&originatingDoc=N370575E013C411](https://1.next.westlaw.com/Link/Document/FullText?findType=L&pubNum=1000039&cite=TNSTS10-7-121&originatingDoc=N370575E013C411)

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**Source URL (retrieved on 06/04/2020 - 2:20pm):** <https://www.mtas.tennessee.edu/reference/permanent-records>



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