



Municipal Technical Advisory Service  
INSTITUTE *for* PUBLIC SERVICE

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## Election 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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## Election Records

Reference Number: MTAS-684

<b>ELECTIONS RECORDS RETENTION SCHEDULES</b>		
<b>Description of Record</b>	<b>Retention Period</b>	<b>Legal Authority/Rationale</b>
<b>D-1. Candidate List.</b> List of candidates participating in elections	Retain 4 years after election or for duration of term.	Based on standard election cycle.
<b>D-2. Certificate of Election.</b> Copies of original certificate provided to elected officials.	Retain 4 years after election or for duration of term.	Based on standard election cycle.
<b>D-3. Election Result</b>	Permanent Record.	Has historical significance.
<b>D-4. Precinct Maps.</b> Geographical descriptions of polling units.	Permanent Record.	Possible historical significance.
<b>D-5. Public Notices.</b> Copies of all public notices published by the election commission.	Retain 4 years after election or for duration of term.	Based on standard election cycle. May be useful in future elections.
<b>D-6. Reapportioned Records (if city has districts or wards).</b>	Retain until next reapportionment.	May have legal significance until completion of next reapportionment. May assist in next reapportionment.

*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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