



Sample Certificate of Records Disposal

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
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Sample Certificate of Records Disposal

Reference Number: MTAS-713



CERTIFICATE OF RECORDS DISPOSAL

Name of Records: _____

Kind of Copy: Original Duplicate Combination

Inclusive Dates: _____

Inclusive Numbers: _____

Department and/or Section: _____

Location: _____

Method of Disposal: _____

Authorization:

Mayor Date

City Attorney Date

Department Head Date

Records Retention Date

Disposed by Date

Witnessed by Date

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
INSTITUTE *for* PUBLIC SERVICE