FARRAGUT BOARD OF MAYOR AND ALDERMEN
Farragut Town Hall
11408 Municipal Center Drive

AGENDA
May 26, 2022

WORKSHOP
5:30 PM
Farragut High School Update

BMA MEETING
6:00 PM

I. Roll Call

II. Approval of Agenda

III. Approval of Minutes

A. May 12, 2022

IV. Mayor's Report

V. Ordinances

A. Public Hearing and Second Reading

1. Ordinance 22-09, Ordinance of The Town of Farragut, Tennessee Adopting the Annual Budget for the Fiscal Year Beginning July 1, 2022, and Ending June 30, 2023

B. First Reading

1. Ordinance 22-10, an ordinance to amend the Farragut Municipal Code Chapter 14 Nuisances & Property Maintenance, Article 4 – Lot Clearing, Section 14-138- Notice to Property Owner (Town of Farragut, Applicant)
2. Ordinance 22-11, Ordinance to amend the Capital Investment Program Budget and State Street Aid Fund Budget for the Fiscal Year 2021-2022 budget, passed by Ordinance 21-13

VI. Business Items

- **A.** Approval of Resolution R-2022-08, Records Retention Schedule
- **B.** Approval of Contract 2022-05, Resurfacing of Various Streets
- **C.** Approval of Contract 2022-10, Campbell Station Road Improvements at Interstate 40/75
- **D.** Approval of Contract through Sourcewell for McFee Park Basketball Court Lighting and installation
- **E.** Approval of Bid for Contract 2022-06: Annual Facility Cleaning Service for Farragut Town Hall, Community Center, and Public Works Headquarters
- **F.** Approval of Bid for Contract 2022-08: Annual Town Hall HVAC Maintenance

VII. Town Administrator's Report

VIII. Town Attorney's Report

IX. Citizens Forum

This meeting can be viewed live on the Farragut YouTube Channel and the Town of Farragut website www.townoffarragut.org/livestream.
The meeting will be held at the Farragut Town Hall, 11408 Municipal Center Drive

The Board of Mayor and Aldermen welcomes and invites Farragut residents to participate in public meetings.

At the end of each business meeting, there will be time reserved for public comment under the Citizen Forum agenda item. If you are interested in speaking, please fill out a blue comment card and turn it in to the Town Recorder or staff member. This time is set aside specifically for comments on items that are not on the Board of Mayor and Aldermen regular agenda for the meeting. Each speaker will be given five (5) minutes to speak on his/her topic.

During the regular agenda portion of the meeting there may be an allowance for public comment for each agenda item. The Mayor may recognize individuals for public comment based on the following guidelines.

1. The Mayor shall maintain and control the meeting to provide a professional and objective environment;
2. Any Farragut resident interested in speaking should fill out a blue comment card stating which agenda item they would like to comment on and turn in to the Town Recorder or a staff member;
3. Speakers shall come to the podium and identify themselves by name and street address;
4. Public comment shall be limited to five (5) minutes per individual. Time for public comment may be amended at the discretion of the Mayor. Time is not transferable to other speakers;
5. Speakers should strive to avoid redundancy; each speaker should have their own original viewpoint;
6. Comments shall address issues, not individuals or personalities;
7. Comments may support or oppose issues or measures, but the motives of those with differing views shall not be questioned or attacked;
8. Personal attacks and malicious comments shall not be tolerated;

9. An applicant, and/or their representative(s), for an item on the regular agenda shall be afforded the time necessary to present their request and respond to questions. The five (5) minute limitation shall not apply. However, the Mayor may ask an applicant to stay on point in order to facilitate the efficiency of the meeting.

Each speaker will be asked if they can agree to abide by the Comment Protocol. If so, please be prepared to speak when your name is called.

MINUTES
May 12, 2022

WORKSHOP
5:30 PM

The workshop was postponed until the May 26th BMA Meeting.

BMA MEETING

Roll Call

Mayor Williams called the meeting to order at 6:00 PM. Roll Call for attendance: Alderman Burnette, yes; Alderman Meyer, absent; Alderman Povlin, yes; Alderman Pinchok, yes; Mayor Williams, yes; in additional to staff and members of the press.

Approval of Agenda

Motion was made to approve the agenda as presented. Moved by Alderman Povlin, seconded by Alderman Pinchok; voting yes; Mayor Williams, Aldermen Burnette, Pinchok and Povlin; no nays; Alderman Meyer was absent; motion passed.

Approval of Minutes

Motion was made to approve the minutes of April 28, 2022, as presented. Moved by Alderman Povlin, seconded by Alderman Pinchok; voting yes; Mayor Williams, Aldermen Burnette, Pinchok and Povlin; no nays; Alderman Meyer was absent; motion passed.

Mayor's Report

National Public Works Week Proclamation-Mayor Williams read the proclamation for Public Works Week.

Vice-Mayor Povlin announced that Hunter Gray graduated from ETSU with a master's degree in sports administration and Matej Grycz graduated from UT with a master's degree in sports administration.

Alderman Pinchok reported that the Farragut Tennis Teams have done well this season and are grateful for the use of the courts at McFee park.

Ordinances

First Reading

Ordinance 22-09, Ordinance of The Town of Farragut, Tennessee Adopting the Annual Budget for the Fiscal Year Beginning July 1, 2022, and Ending June 30, 2023

Motion was made to approve Ordinance 22-09 on first reading. Moved by Alderman Povlin, seconded by Alderman Burnette.

After some discussion, an amended motion was made to add $250 dollars to the Legislative Budget. Moved by Alderman Povlin, seconded by Alderman Burnette; roll call vote:

Alderman Burnette, yes; Alderman Pinchok, yes; Alderman Povlin, yes; Mayor Williams, yes; no nays; Alderman Meyer was absent; motion passed.

Alderman Povlin left the meeting following Ordinance 22-09.

Business Items

Approval of Professional Services Agreement with Vaughn & Melton Consulting Engineers, Inc. for Services to Acquire ROW and Easements for Union Road Improvements

Motion was made to approve the professional services agreement with Vaughn & Melton as presented to provide acquisition services for the Union Road project in the amount of $214,335. Moved by Alderman Pinchok, seconded by Alderman Burnette; voting yes; Mayor Williams, Aldermen Burnette and Pinchok; no nays; Aldermen Meyer and Povlin were absent; motion passed.

Approval of Resolution R-2022-06: Adoption of Farragut Parks & Recreation 2022-2032 Master Plan

Motion was made to approve Resolution R-2022-06. Moved by Alderman Pinchok, seconded by Alderman Burnette; voting yes; Mayor Williams, Aldermen Burnette and Pinchok; no nays; Aldermen Meyer and Povlin were absent; motion passed.

Approval of Resolution R-2022-07, FY2023 Fee Schedule

Motion was made to approve Resolution R-2022-07. Moved by Alderman Pinchok, seconded by Alderman Burnette; voting yes; Mayor Williams, Aldermen Burnette and Pinchok; no nays; Aldermen Meyer and Povlin were absent; motion passed.

Town Administrator’s Report

David Smoak, Town Administrator, reported that the Bob Watt Fishing Rodeo is scheduled for Saturday, May 14 at Anchor Park and the Movies on McGill is May 21 at 7:00 PM.

Town Attorney’s Report

Tom Hale, Town Attorney, reported that the Williams lawsuit has been dismissed.

Citizens Forum

Steven Valentine, 302 Cashmere Lane, addressed the board concerning the speeding on Old Stage Road.

Meeting adjourned at 7:08 PM.

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Ron Williams, Mayor

____
Allison Myers, Town Recorder

AGENDA NUMBER V.A.1. **MEETING DATE __________MAY 26, 2022_______________**

REPORT TO THE BOARD OF MAYOR AND ALDERMEN

PREPARED BY: David Smoak, Town Administrator

SUBJECT: Ordinance 22-09, on second reading and public hearing, to adopt the annual General Fund, State Street Aid Fund, Capital Investment Fund, Tourism Fund, ARPA Fund, Equipment Replacement Fund, ADA Fund and Insurance Fund budgets of the Town of Farragut, Tennessee for the fiscal year beginning July 1, 2022 and ending June 30, 2023

INTRODUCTION: The purpose of this agenda item is to approve Ordinance 22-09, on second reading, adopting the annual budget for the fiscal year beginning July 1, 2022 and ending June 30, 2023.

BACKGROUND: The annual budget for the Town of Farragut must be approved prior to July 1, which is the start of the fiscal year for our community. The budget is also required to be balanced and remitted to the State of Tennessee Comptroller for review once it has been approved by the Board of Mayor and Aldermen (BMA). Planning for the upcoming FY2023 budget started in January 2022, with departments turning in their budget requests. The BMA had a strategic planning session in February and the Town had a series of workshops starting in March to review revenue and expenditures projections, set priorities for capital expenditures and review operational needs in each department. In the current FY2022 budget, the Town has seen positive sales tax growth and continued residential and commercial development in FY2022 that should continue throughout FY2023.

DISCUSSION: GENERAL FUND

The proposed year end FY2022 General Fund revenues are estimated at $13,802,655, with expenditures of $8,123,219. This year end estimate accounts for a 12.2% increase in sales tax revenue from the FY22 budget, as well as additional revenue increases in the state sales tax, wholesale liquor taxes and building permits and fees. The proposed FY2023 General Fund revenues are $13,520,706, which is a reduction of 2.0% from estimated FY2022. Sales tax revenue is estimated to increase 2% from FY22 at $8,058,000. This revenue source accounts for 59.6% of the Town's total general fund revenue. A second major revenue source is State Sales Tax. This tax is distributed from the State of Tennessee to local governments and is based on the Farragut population base, which is currently 23,506 according to the 2020 Census. A final impact to the FY23 budget is that the Hall Income Tax, which at one point had made up 10% of the Town of Farragut revenues, has been eliminated. The Town received $280,893 in FY22 from the Hall Income Tax.

General Fund Expenditures for FY2023 are proposed at $9,587,174, which is a 15.0% increase over the FY2022 end of year estimate. An impetus in this year's budget has been on attracting and retaining top talent for the organization, as the current job market and employment opportunities have seen employee retention strained. Also, driving wage growth and expenses has been higher costs due to record inflation rates that were up to 8.5% in March 2022, the highest rates the United States has seen in 40 years. For FY23, current employees will be eligible for a 3% Cost of Living Adjustment and a 3% merit package at a combined cost of $242,830. In addition, the budget includes 4% in additional funding for enhancements to the employee retirement plan, as well as investments in health insurance for retirees.

This year the Town of Farragut will also be adding needed personnel positions to help maintain added infrastructure at our parks and trails, community center, and inspections for development that is occurring in our community. In FY23 the Town will be adding two Maintenance Operators in the Public Works department, a Lead Recreation and Events Attendant at the Community Center, a Lead Park Attendant and an Engineering Technician for an added cost of $330,892. Finally, the Town will be undertaking cybersecurity enhancements that are projected to cost $140,000.

The overall General Fund budget projects $3.93 million in revenues over expenditures for FY23. We will be funding the rainy-day fund at a total of $2.876 million, with an assigned fund balance of $6,000,000 and an available fund balance at the end of the FY23 budget year to be $12.07 million.

STATE STREET AID FUND

The State Street Aid Fund has projected revenues of $869,600 and estimated expenditures of $1,430,000. There is a proposed transfer from the General Fund to the State Street Aid Fund of $250,000. This fund is primarily used to resurface streets in the Town of Farragut. With energy prices increasing 40% over the past year, estimates are it will cost an additional $400,000 to pave the same number of streets as in FY21. At the end of the FY23 budget year there will be an estimated $1,765,001 in fund balance.

TOURISM FUND

The Tourism Fund is a special revenue fund where the primary source of funding comes from the 3% occupancy tax on hotel night stays by visitors to the local Farragut hotels. Revenues from hotel stays have rebounded since the beginning of the Covid pandemic in 2020, with estimated revenues for FY23 at $500,000. In FY23 the Tourism Manager will move from a part-time position to full-time, and there will be additional funding for a part-time tourism assistant. Proposed expenditures for FY23 are $391,151, with an ending fund balance of $623,232.

ARPA FUND

The American Rescue Plan Act (ARPA) Fund includes funding from the U.S. Government to all local governments based on population. The Town will receive two equal payments totaling $7,055,252. Funds up to $10 million may be spent on any local government service or project. For FY23, the Town will be allocating a total of $2,290,000 on essential personnel pay, broadband infrastructure, town hall building improvements, and stormwater improvements. Funding from ARPA must be obligated by December 31, 2024 and spent by December 31, 2026.

EQUIPMENT REPLACEMENT FUND

The Equipment Replacement Fund will have projected expenditures of $637,250 in FY23 and a transfer from the general fund of $400,000. There will be an estimated fund balance in the Equipment Replacement fund of $676,926.

ADA CAPITAL PROJECTS FUND

The ADA Capital Projects Fund does not have any major projects planned for FY2023. Since developing the Town's ADA Transition Plan in 2018, the Town has made improvements to Anchor Park, the restroom facilities at Town Hall and dozens of curb ramps as street resurfacing projects are completed. There are more proposed curb ramps to be replaced in FY2023 to be brought into compliance with ADA standards and those funds will be paid out of the State Street Aid Fund. There is a proposed $50,000 transfer from the General Fund to the ADA Fund in FY2023, with a projected fund balance of $273,022.

CAPITAL INVESTMENT PROGRAM FUND

The Capital Investment Program (CIP) Fund budget has a total of $14,824,000 in new projects planned to get underway in FY23. These projects include sidewalk and greenway extensions, town hall improvements, two additional tennis courts at McFee Park, turf field replacement at Mayor Bob Leonard Park, pedestrian crosswalk improvements along Kingston Pike, stormwater improvements and construction funding improvements to the Town's existing traffic signals. Revenues for the CIP come from Town resources in the form of a $5,000,000 transfer from the General Fund, $1,388,400 from CIP Reserves and $8,415,600 from federal and/or state matching grants. Overall, the FY2023 projected fund balance is $6,600,044.

INSURANCE FUND

The Insurance Fund includes funding for a closed employee pension plan and will receive a transfer from the General Fund of $500,000 to implement a retiree health insurance plan. The FY2023 proposed fund balance is $99,768.

The FY2023 budget aligns with the Town of Farragut strategic plan of Providing Excellent Parks, Recreation, Cultural Amenities and Programs; Building and Maintaining the Town's Infrastructure and Assets; Enhancing the Town's Financial Position; Regional Leadership and Collaboration; Advancing a High-Quality Built Environment; Supporting and Caring for a Committed Workforce and Promoting a Convenient Retail and Services Destination. The FY2023 budget will allow the Town of Farragut to continue providing exceptional service to our community while living well within our projected revenues and maintaining a healthy fund balance.

Attached are the summary pages of each fund and Ordinance 22-09 for the Board's consideration.

RECOMMENDATION BY: Town Administrator David Smoak for approval.

PROPOSED MOTION: To approve Ordinance 22-09, on second reading, to adopt the annual budget for the Town of Farragut, Tennessee for the fiscal year beginning July 1, 2022 and ending June 30, 2023.

BOARD ACTION:

MOTION BY:_________________________________ **SECONDED BY:**___________________________________

VOTE/TOTAL	MEYER	POVLIN	PINCHOK	BURNETTE	WILLIAMS
YES	_______	_______	_______	________	________
NO	_______	_______	_______	________	________
ABSTAIN	_______	_______	_______	________	________

ORDINANCE	22-09
PREPARED BY	Myers
1ST READING	May 12, 2022
2nd READING	May 26, 2022
PUBLISHED IN	Farragut Shopper News
DATE	

AN ORDINANCE OF THE TOWN OF FARRAGUT, TENNESSEE ADOPTING THE ANNUAL BUDGET FOR THE FISCAL YEAR BEGINNING JULY 1, 2022, AND ENDING JUNE 30, 2023

WHEREAS, Tenn, Code Ann. § 9-1-116 requires that all funds of the State of Tennessee and all its political subdivisions shall first be appropriated before being expended and that only funds that are available shall be appropriated; and

WHEREAS, the Municipal Budget Law of 1982 requires that the governing body of each municipality adopt and operate under an annual budget ordinance presenting a financial plan with at least the information required by that state statute, that no municipality may expend any moneys regardless of the source except in accordance with a budget ordinance and that the governing body shall not make any appropriation in excess of estimated available funds; and

WHEREAS, the Governing Body has published the annual operating budget and budgetary comparisons of the proposed budget with the prior year (actual) and the current year (estimated) in a newspaper of general circulation not less than ten (10) days prior to the meeting where the Board will consider final passage of the budget.

NOW THEREFORE BE IT ORDAINED BY THE GOVERNING BODY OF THE TOWN OF FARRAGUT, TENNESSEE AS FOLLOWS:

SECTION 1: That the governing body projects anticipated revenues from all sources and appropriates planned expenditures for each department, board, office or other agency of the municipality, herein presented together with the actual annual receipts and expenditures of the last preceding fiscal year and the estimated annual expenditures for the current fiscal year, and from those revenues and unexpended and unencumbered funds as follows for fiscal year 2023, and including the projected ending balances for the budget year, the actual ending balances for the most recent ended fiscal year and the estimated ending balances for the current fiscal years:

GENERAL FUND	Actual FY 2021	Estimated Actual FY 2022	Budget FY 2023
Revenues			
Local Taxes	$ 6,900,000	$ 7,900,000	$ 8,058,000
State Sales Tax	2075000	2400000	2600000
Hall Income Tax	1,202,571	280,893	0
Wholesale Beer, Liq and Mixed Drink Tax	1,235,000	1,457,000	1,245,000
Intergovernmental	684,592	702,212	697,006
Licenses And Permits	518,815	575,050	503,500
Recreation Fees	149,750	250,500	219,500
Fines And Forfeitures	97,000	121,500	91,000
Rent	93,300	94,150	94,300
Misc	56,200	21,350	12,400
Other Financing Sources			
Issuance of Debt / Debt Proceeds	-	-	-
Total Revenues and Other Financing Sources	$ 13,012,228	$ 13,802,655	$ 13,520,706
Appropriations			
Expenditures			
Legislative	$ 21,300	$ 44,290	$ 46,690
Town Court	53,618	75,387	99,531
Administration	690,188	787,884	1,177,552
Human Resources	177,753	205,744	355,137
Information Technlogy	371,722	429,154	620,166
Engineering	772,551	816,371	953,692
Community Development	929,872	997,807	1,145,898
General Government	172,600	181,929	256,750
Parks & Recreation	1,090,832	1,186,640	1,112,984
Public Works	2,024,346	2,362,411	2,596,981
Non-Departmental	446,000	586,000	567,000
Community Center	197,626	356,402	531,794
Economic Development	88,300	93,200	123,000
Other Financing Uses			
Transfers Out - to other funds	307,500	6,475,000	6,300,000
Total Appropriations	$ 7,344,208	$ 14,598,219	$ 15,887,175
Change in Fund Balance (Revenues - Appropriations)	**5,668,020**	**(795,564)**	**(2,366,469)**
Beginning Fund Balance July 1	18,439,867	24,107,887	23,312,323
Ending Fund Balance June 30	**$ 24,107,887**	**$ 23,312,323**	**$ 20,945,854**
Ending Fund Balance as a % of Total Appropriations	328.3%	159.7%	131.8%

STATE STREET AID FUND	Actual FY 2021	Estimated Actual FY 2022	Budget FY 2023
Revenues			
State Gas and Motor Fuel Taxes	$ 815,085	$ 862,000	$ 869,000
Interest	2,906	594	600
Other Financing Sources			
Issuance of Debt / Debt Proceeds	-	-	-
Transfers In - from other funds	-	225,000	250,000
Total Revenues and Other Financing Sources	$ 817,991	$ 1,087,594	$ 1,119,600
Appropriations			
Road Maintenance	$ 746,643	$ 1,227,500	$ 1,430,000
Debt Service - Principal and Interest	-	-	-
Total Appropriations	$ 746,643	$ 1,227,500	$ 1,430,000
Change in Fund Balance (Revenues - Appropriations)	**71,348**	**(139,906)**	**(310,400)**
Beginning Fund Balance July 1	2,143,959	2,215,307	2,075,401
Ending Fund Balance June 30	**$ 2,215,307**	**$ 2,075,401**	**$ 1,765,001**
Ending Fund Balance as a % of Total Appropriations	296.7%	169.1%	123.4%

TOURISM FUND	Actual FY 2021	Estimated Actual FY 2022	Budget FY 2023
Revenues			
Room Occupancy Tax	$ 296,093	$ 610,000	$ 500,000
Interest	17	40	100
Other Financing Sources			
Transfers In - from other funds	-	-	-
Total Revenues and Other Financing Sources	$ 296,110	$ 610,040	$ 500,100
Appropriations			
Personel	$ 55,067	$ 90,342	$ 118,801
Operating	85,708	160,750	272,350
Total Appropriations	$ 140,775	$ 251,092	$ 391,151
Change in Fund Balance (Revenues - Appropriations)	**155,335**	**358,948**	**108,949**
Beginning Fund Balance July 1	-	155,335	514,283
Ending Fund Balance June 30	**$ 155,335**	**$ 514,283**	**$ 623,232**
Ending Fund Balance as a % of Total Appropriations	110.3%	204.8%	159.3%

ARPA FUND	Actual FY 2021	Estimated Actual FY 2022	Budget FY 2023
Revenues			
Federal Grant 1	$ -	$ 3,527,626	$ -
Federal Grant 2	-	-	3,527,626
Total Revenues and Other Financing Sources	$ -	$ 3,527,626	$ 3,527,626
Appropriations			
Programs & Services	$ -	$ 131,050	$ 190,000
Infrastructure	-	3,176,886	2,100,000
Total Appropriations	$ -	$ 3,307,936	$ 2,290,000
Change in Fund Balance (Revenues - Appropriations)	**-**	**219,690**	**1,237,626**
Beginning Fund Balance July 1	-	-	219,690
Ending Fund Balance June 30	**$ -**	**$ 219,690**	**$ 1,457,316**
Ending Fund Balance as a % of Total Appropriations	0.0%	6.6%	63.6%

EQUIPMENT FUND	Actual FY 2021	Estimated Actual FY 2022	Budget FY 2023
Revenues			
Interest	$ 1,316	$ 250	$ 250
Sale of Equipment Proceeds	49,613	10,000	-
Other Financing Sources			
Transfers In - from other funds	157,500	200,000	400,000
Total Revenues and Other Financing Sources	$ 208,429	$ 210,250	$ 400,250
Appropriations			
Major Equipment	$ 222,302	$ 276,500	$ 637,250
Total Appropriations	$ 222,302	$ 276,500	$ 637,250
Change in Fund Balance (Revenues - Appropriations)	**(13,873)**	**(66,250)**	**(237,000)**
Beginning Fund Balance July 1	994,049	980,176	913,926
Ending Fund Balance June 30	**$ 980,176**	**$ 913,926**	**$ 676,926**
Ending Fund Balance as a % of Total Appropriations	440.9%	330.5%	106.2%

ADA FUND	Actual FY 2021	Estimated Actual FY 2022	Budget FY 2023
Revenues			
Other	179	40	50
Other Financing Sources			
Transfers In - from other funds	50,000	50,000	50,000
Total Revenues and Other Financing Sources	$ 50,179	$ 50,040	$ 50,050
Appropriations			
Improvements	$ 3,715	$ 1	$ 1
Total Appropriations	$ 3,715	$ 1	$ 1
Change in Fund Balance (Revenues - Appropriations)	**46,464**	**50,039**	**50,049**
Beginning Fund Balance July 1	126,468	172,932	222,971
Ending Fund Balance June 30	**$ 172,932**	**$ 222,971**	**$ 273,020**
Ending Fund Balance as a % of Appropriations	4655.0%	22297100.0%	27302000.0%

INSURANCE FUND	Actual FY 2021	Estimated Actual FY 2022	Budget FY 2023
Revenues			
Interest	$ 151	$ 26	$ 26
Other Financing Sources			
Transfers In - from other funds	-	-	500,000
Total Revenues and Other Financing Sources	$ 151	$ 26	$ 500,026
Appropriations			
Retirement Benefit	$ 6,082	$ -	$ 500,000
Debt Service	-	-	-
Total Appropriations	$ 6,082	$ -	$ 500,000
Change in Fund Balance (Revenues - Appropriations)	**(5,931)**	**26**	**26**
Beginning Fund Balance July 1	105,647	99,716	99,742
Ending Fund Balance June 30	**$ 99,716**	**$ 99,742**	**$ 99,768**
Ending Fund Balance as a % of Appropriations	1639.5%		20.0%

SECTION 2: At the end of the fiscal year 2022, the governing body estimates fund balances or deficits as follows:

Fund		Estimated Fund Balance/Net Position at June 30, 2022
General Fund	$	23,312,323
State Street Street Aid Fund		2,075,401
Tourism Fund		514,283
ARPA Fund		219,690
Equipment Fund		913,926
ADA Fund		222,972
Insurance Fund		99,742

SECTION 3: That the governing body herein certifies that the condition of its sinking funds, if applicable, are compliant pursuant to its bond covenants, and recognizes that the municipality has outstanding bonded and other indebtedness as follows:

Bonded and/or Indebtedness	Debt	Interest	Total Debt
	$0	$0	$0

SECTION 4: During the coming fiscal year (2023) the governing body has pending and planned capital projects with proposed funding as follows:

Pending Capital Projects	Pending Capital Projects - Total Expense	Pending Capital Projects Expense Financed by Estimated Revenues and/or Reserves	Pending Capital Projects Expense Financed by Debt Proceeds
Campbell Station Inn	$ 250,000.00	$ 250,000.00	$ -
Land Acquisition	$ 300,000.00	$ 300,000.00	$ -
Town Hall Renovations	$ 100,000.00	$ 100,000.00	$ -
Little Turkey Creek Greenway-Brookmere-Sheffield	$ 600,000.00	$ 600,000.00	$ -
Little Turkey Creek Greenway-Enclave @ Sheffield	$ 165,000.00	$ 165,000.00	$ -
Mid-Block Crossing McFee & Grigsby Chapel	$ 160,000.00	$ 160,000.00	$ -
Turkey Creek Study	$ 100,000.00	$ 100,000.00	$ -
Town Center Improvements	$ 500,000.00	$ 500,000.00	$ -
MBLP Field Reconstruction	$ 1,302,000.00	$ 1,302,000.00	$ -
Town Hall Playground Restroom Building	$ 200,000.00	$ 200,000.00	$ -
MBLP Field 2 Turf Replacement	$ 650,000.00	$ 650,000.00	$ -
McFee Park: Dog Park & Storage	$ 50,000.00	$ 50,000.00	$ -
McFee Park: Tennis Courts	$ 135,000.00	$ 135,000.00	$ -
Boyd Station Road Improvements	$ 300,000.00	$ 300,000.00	$ -
Grigsby Chapel Road Corridor Traffic Mitigation	$ 280,000.00	$ 280,000.00	$ -
Kingston Pike Crosswalk Improvements	$ 250,000.00	$ 250,000.00	$ -
KP/Campbell Station Intersections Lane Reassignment	$ 40,000.00	$ 40,000.00	$ -
Evans Road Improvements	$ 550,000.00	$ 550,000.00	$ -
Union Road Improvements	$ 870,000.00	$ 870,000.00	$ -
Virtue Road Phase II (Brookmere to Boyd Station)	$ 762,000.00	$ 762,000.00	$ -
Signal System Upgrade (CMAQ)	$ 6,810,000.00	$ 6,810,000.00	
Watt Road Roundabout	$ 100,000.00	$ 100,000.00	
Jamestowne Blvd	$ 350,000.00	$ 350,000.00	$ -

Proposed Future Capital Projects	Proposed Future Capital Projects - Total Expense	Proposed Future Capital Projects Expense Financed by Estimated Revenues and/or Reserves	Proposed Future Capital Projects Expense Financed by Debt Proceeds
Land Acquisition	$ 300,000.00	$ 300,000.00	$ -
KP Pedestrian Underpass at N. Fork Turkey Creek	$ 350,000.00	$ 350,000.00	$ -
Sonja Drive Sidewalk	$ 500,000.00	$ 500,000.00	$ -
Red Mill Trailhead	$ 170,000.00	$ 170,000.00	$ -
Anchor Park Pedestrian Crossing	$ 230,000.00	$ 230,000.00	$ -
Amphitheatre-Town Center	$ 250,000.00	$ 250,000.00	$ -
MBLP Walk trail & ADA Repair & Repaving	$ 40,000.00	$ 40,000.00	$ -
McFee Park: Dog Park & Storage	$ 360,000.00	$ 360,000.00	$ -
Grigsby Chapel Road Corridor Traffic Mitigation	$ 280,000.00	$ 280,000.00	$ -
KP/Campbell Station Intersections Lane Reassignment	$ 160,000.00	$ 160,000.00	$ -
Evans Road Improvements	$ 2,000,000.00	$ 2,000,000.00	$ -
Union Road Improvements	$ 5,850,000.00	$ 5,850,000.00	$ -
Virtue Road Phase II (Brookmere to Boyd Station)	$ 925,000.00	$ 925,000.00	$ -
Watt Road Roundabout	$ 50,000.00	$ 50,000.00	$ -
Jamestowne Blvd	$ 700,000.00	$ 700,000.00	$ -

SECTION 5: No appropriation listed above may be exceeded without an amendment of the budget ordinance as required by the Municipal Budget Law of 1982 (Tenn. Code Ann. § 6-56-208). In addition, no appropriation may be made in excess of available funds except to provide for an actual emergency threatening the health, property or lives of the inhabitants of the municipality and declared by a two-thirds (2/3) vote of at least a quorum of the governing body in accord with Tenn. Code Ann. § 6-56-205.

SECTION 6: Money may be transferred from one appropriation to another in the same fund by the Town Administrator, subject to such limitations and procedures as set by the Governing Body pursuant to Tenn. Code Ann. § 6-56-209. Any resulting transfers shall be reported to the governing body at its next regular meeting and entered into the minutes.

SECTION 7: A detailed financial plan will be attached to this budget and become part of this budget ordinance.

SECTION 8: This annual operating and capital budget ordinance and supporting documents shall be submitted to the Comptroller of the Treasury or Comptroller's Designee for approval pursuant to Title 9, Chapter 21 of the Tennessee Code Annotated within fifteen (15) days of its adoption. If the Comptroller of the Treasury or Comptroller's Designee determines that the budget does not comply with the Statutes, the Governing Body shall adjust its estimates or make additional tax levies sufficient to comply with the Statutes or as directed by the Comptroller of the Treasury or Comptroller's Designee.

SECTION 9: All unencumbered balances of appropriations remaining at the end of the fiscal year shall lapse and revert to the respective fund balances.

SECTION 10: All ordinances or parts of ordinances in conflict with any provision of this ordinance are hereby repealed.

SECTION 11: This ordinance shall take effect July 1, 2022, the public welfare requiring it.

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Ron Williams, Mayor

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Allison Myers, Town Recorder

AGENDA NUMBER V.B.1. MEETING DATE May 26, 2022

REPORT TO THE BOARD OF MAYOR AND ALDERMEN

PREPARED BY: **Holley Marlowe, Code Enforcement Officer**

SUBJECT: Ordinance 22-10; an ordinance on first reading to amend the Farragut Municipal Code Chapter 14 Nuisances & Property Maintenance, Article 4 – Lot Clearing, Section 14-138-Notice to Property Owner (Town of Farragut, Applicant)

INTRODUCTION: The amendment of this ordinance will correct a clerical error in the Town of Farragut Municipal Code Chapter 14 Nuisances and Property Maintenance, Article 4- Lot Clearing, Sec 14-138 Notice to Property Owner, which currently references section 14-134 as opposed to the correct section 14-136. As it is currently written Section 14-138 hinders the Town's ability to enforce lot clearing.

BACKGROUND: The Board adopted the 20-02 Ordinance amending Chapter 14, Nuisances and Property Maintenance on February 13, 2020, to allow a greater degree of automation and consistency in our approach to property maintenance enforcement. The proposed amendment to Section 14-138 of Chapter 14 of the Farragut Municipal Code corrects a clerical error that prevents the Town from properly enforcing its lot clearing ordinance.

DISCUSSION: Staff is requesting to amend Chapter 14 Nuisances and Property Maintenance, Article 4 – Lot Clearing, Section 14-138 – Notice to property owner, to correctly reference section 14-136 instead of Section 14-134. This amendment does not alter the substance of the ordinance in any way.

RECOMMENDATION BY: Code and Zoning Enforcement Officer Holley Marlowe for approval.

PROPOSED MOTION: Approve on the first reading ordinance 22-10 to amend the Farragut Municipal Code Chapter 14, Nuisances and Property Maintenance

MOTION BY: ______________________________ **SECONDED BY:** ____________________________

VOTE/TOTAL	WILLIAMS	PINCHOK	POVLIN	MEYER	BURNETTE
YES	____________	__________	_________	________	___________
NO	____________	__________	_________	________	___________
ABSTAIN	____________	__________	_________	________	___________

ORDINANCE: **22-10**
PREPARED BY: **Marlowe**
REQUESTED BY: **Staff**
1ST READING: ________________________________
2ND READING: ________________________________
PUBLISHED IN: ________________________________
DATE: ________________________________

AN ORDINANCE TO AMEND CHAPTER 14, NUISANCES AND PROPERTY MAINTENANCE, OF THE FARRAGUT MUNICIPAL CODE:

WHEREAS, THE Board of Mayor and Aldermen of the Town of Farragut, Tennessee, wishes to amend Chapter 14, Nuisances, of the Farragut Municipal Code,

NOW, THEREFORE, BE IT ORDAINED by the Board of Mayor and Aldermen of the Town of Farragut, Tennessee, that the Farragut Municipal Code is hereby amended as follows:

SECTION 1.

The Farragut Municipal Code, Chapter 14 – Nuisances and Property Maintenance, Article 4- Lot Clearing Section 14-138 Notice to Property Owner, shall be amended by deleting all references section 14-134 and instead replacing them with references to section 14-136 (See Attachment A).

SECTION 2.

This ordinance shall take effect from and after its final passage and publication, the public welfare requiring it.

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Ron Williams, Mayor

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Allison Myers, Town Recorder

Attachment A

Chapter 14 – Nuisances and Property Maintenance

Article 4- Lot Clearing

Sec. 14-136. - Prohibition

Pursuant to the authority granted to municipalities under T.C.A. § 6-54-113, it is unlawful for any owner of record of real property to create, maintain, or permit to be maintained on such property the growth of trees, vines, grass, underbrush and/or the accumulations of debris, trash, litter, or garbage or any combination of the preceding elements so as to endanger the health, safety, or welfare of other citizens or to encourage the infestation of rats and other harmful animals. It is the intent of this title to be permissive, and not mandatory, and to serve as a means of last resort for the Town to assist residential communities and/or owners of neighboring property when restrictions and/or covenants applicable to the offending property provide no private remedial powers to correct the offensive characteristics of the property that endanger the health, safety and welfare of other citizens. In accordance with this intent, the Town Administrator or his/her designee may or may not take steps under this title. He/she must be satisfied, in his/her sole discretion, that there are no covenants or restrictions that are applicable to the property that could be enforced to correct its offensive characteristics, and that all reasonable private actions aimed at eliminating the offensive characteristics of the property have been exhausted.

Sec. 14-137. - Designation of public officer or department

Town Administrator or his/her designee is designated pursuant to T.C.A. § 6-54-113 to enforce the provisions of this article on behalf of the Town.

Sec. 14-138. - Notice to property owner

It is the duty of the Town Administrator or his/her designee to serve notice upon the owner of record in violation of section ~~14-134~~ 14-136, a notice in plain language to remedy the condition within ten (10) days (or twenty (20) days, excluding Saturdays, Sundays and legal holidays, if the owner of record is a carrier engaged in the transportation of property or is a utility transmitting communications, electricity, gas, liquids, steam, sewage, or other materials). The notice shall be sent by United States mail, addressed to the last known address of the owner of record. When an attempt at notification by United States mail fails or no valid address exists for the owner of record, the notice may be published in a newspaper of general circulation in the county where the property sits for no less than two (2) consecutive issues or personally deliver the notice to owner of record. For the purposes of this section, such publication shall constitute receipt of notice effective on the date of the second publication of the notice and personal delivery shall constitute receipt of notice immediately upon delivery.

The notice shall state that the owner of the property is entitled to a hearing, and shall, at the minimum, contain the following additional information:

(1) A brief statement that the owner is in violation of section ~~14-134~~ 14-136, which has been enacted under the authority of T.C.A. § 6-54-113, and that the property of such owner may be cleaned up at the expense of the owner and a lien placed against the property to secure the cost of the cleanup.

(2) The person, office, address, and telephone number of the department or person giving the notice;

(3) A cost estimate for remedying the noted condition, which shall be in conformity with the standards of cost in the Town; and

(4) A place wherein the notified party may return a copy of the notice, indicating the desire for a hearing. Failure to request a hearing within the notice period described above shall without exception constitute a waiver of the right to a hearing.

AGENDA NUMBER V.B.2. **MEETING DATE May 26, 2022**

REPORT TO THE BOARD OF MAYOR AND ALDERMEN

PREPARED BY: Allison Myers, Town Recorder/Treasurer

SUBJECT: Ordinance 22-11, Ordinance to amend the Capital Investment Program Budget and State Street Aid Fund Budget for the Fiscal Year 2021-2022 budget, passed by Ordinance 21-13

INTRODUCTION:

The purpose of this agenda item is to approve Ordinance 22-11 on first reading to amend the Fiscal Year 2022 Capital Investment Program and State Street Aid budgets.

DISCUSSION:

The **Capital Investment Program** will be amended by increasing the appropriated expenditures from $7,513,000 to $7,530,538, an increase of $17,538. The total requested change in funding for the two projects is $317,538. Of the $317,538, $300,000 will be reallocated from the Land Acquisition expenditure to the Campbell Station/I-40 Improvements and McFee Park expenditures. The remaining $17,538 will be funded through the CIP fund balance.

- **$250,000-Campbell Station Road/I-40 Improvements**
  The FY22 budget for the Campbell Station Road/I-40 Improvements is $278,000. The cost for the project is approximately $250,000 more than originally budgeted.

- **$67,538-McFee Park Phase 3**
  Due to change orders and additional engineering, surveying and sink hole mitigation, additional moneys are needed to complete the basketball lighting and additional electrical work for the security cameras. The table below details the expenditures to date for the project.

McFee Park Phase 3 Budget	
Engineering Budget	650,000
Construction Budget	8,000,000
Total Budget	**8,650,000**
Engineering Expenses	721,274
Survey Services	56,431
Foundation Systems	15,724
FUD	436
FFE	100,000
Cameras/Security	40,000
Merit Construction	7,715,460
Total Expenses to Date	**8,649,325**
Remaining Balance	**$675**
Basketball Lights	52,538
Electrical for Security Cameras	15,000
Budget Amendment Amount	**$67,538**

FINANCIAL SECTION: Capital Investment Program

Account Number: **Capital Investment Program**

FY2022 Previously Amended Budget	Requested Amendment	FY2022 Amended Budget
$7,513,000	$17,538	$7,530,538

Approved By: A. Myers

The **State Street Aid Fund** will be amended by increasing the appropriated expenditures from $1,886,000 to $2,018,304, an increase of $132,304. The increase is due to the increased cost of the annual resurfacing program.

FINANCIAL SECTION: State Street Aid

Account Number: **State Street Aid Fund**

FY2022 Previously Amended Budget	Requested Amendment	FY2022 Amended Budget
$1,886,000	$132,304	$2,018,304

Approved By: A. Myers

RECOMMENDATION BY: Allison Myers, Town Recorder/Treasurer, for approval.

PROPOSED MOTION: Motion to approve Ordinance 22-11 on first reading.

BOARD ACTION:

MOTION BY: ______________________________ **SECONDED BY:** ____________________________

VOTE/TOTAL	BURNETTE	MEYER	PINCHOK	POVLIN	WILLIAMS
YES	________	__________	_________	________	________
NO	________	__________	_________	________	________
ABSTAIN	________	__________	_________	________	________

ORDINANCE	22-11
PREPARED BY	Myers
1^{ST} READING	May 26, 2022
2^{nd} READING	June 9, 2022
PUBLISHED IN	Shopper News Farragut
DATE	

AN ORDINANCE OF THE TOWN OF FARRAGUT, TENNESSEE AMENDING THE FISCAL YEAR 2021-2022 BUDGET, PASSED BY ORDINANCE 21-13

WHEREAS, the Town of Farragut adopted the fiscal year 2021-22 budget by passage of Ordinance Number 21-13 on June 10, 2021; and

WHEREAS, pursuant to the Tennessee State Constitution, Section 24 of Article II, no public money shall be expended except pursuant to appropriations made by law; and

WHEREAS, expenses for the capital Investment Program & State Street Aid Fund will be greater than budgeted; and

NOW THEREFORE BE IT ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE TOWN OF FARRAGUT, TENNESSEE THAT CHANGES BE MADE TO THE FISCAL YEAR 2021-2022 BUDGET AS FOLLOWS:

SECTION 1. Ordinance 21-13 is hereby amended by:

The **Capital Investment Program** will be amended by increasing the appropriated expenditures from $7,513,000 to $7,530,538, an increase of $17,538.

The **State Street Aid Fund** will be amended by increasing the appropriated expenditures from $1,886,000 to $2,018,304, an increase of $132,304.

SECTION 2. The Board of Mayor and Aldermen authorizes the Town Recorder to make said changes in the accounting system.

SECTION 3. This ordinance shall take effect after its final passage and publication, the public welfare requiring it.

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Ron Williams, Mayor

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Allison Myers, Town Recorder

AGENDA NUMBER VI.A. **MEETING DATE May 26, 2022**

REPORT TO THE BOARD OF MAYOR AND ALDERMEN

PREPARED BY: Allison Myers, Town Recorder/Treasurer

SUBJECT: Approval of Resolution R-2022-08, Records Retention Schedule

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INTRODUCTION: Tennessee Code Annotated § 10-7-702 authorizes the Municipal Technical Advisory Service (MTAS), to compile and print, in cooperation with the State Library and Archives, a records retention policy to be used as a guide by municipal officials in establishing retention schedules for all records created by municipal governments in the state.

DISCUSSION: Staff request the Board of Mayor and Aldermen to adopt the MTAS Retention Schedules for an orderly and efficient system of records management applicable to the Town of Farragut records management and preservation.

RECOMMENDATION BY: Allison Myers, Town Recorder/Treasurer

PROPOSED MOTION: Motion is to approval of Resolution R-2022-08, Records Retention Schedule.

BOARD ACTION:

MOTION BY:______________________________ SECONDED BY:____________________________

VOTE/TOTAL	BURNETTE	MEYER	PINCHOK	POVLIN	WILLIAMS
YES	________	________	______	______	______
NO	______	________	________	______	______
ABSTAIN	______	________	________	______	______

TOWN OF FARRAGUT

RESOLUTION R-2022-08

A RESOLUTION OF THE TOWN OF FARRAGUT
ADOPTING A RECORDS MANAGEMENT SCHEDULE

WHEREAS, the Tennessee Public Records Act, Tennessee Code Annotated (T.C.A.), § 10-7-503, et seq., in effect, necessitates that the Town establish and maintain a program for the management of the records of its offices and departments; and

WHEREAS, Tennessee Code Annotated § 10-7-702 authorizes the Municipal Technical Advisory Service, a unit of the Institute for Public Service of the University of Tennessee to compile and print, in cooperation with the State Library and Archives, a records retention policy to be used as a guide by municipal officials in establishing retention schedules for all records created by municipal governments in the state; and

WHEREAS, the Board of Mayor and Aldermen desire to provide for an orderly and efficient system of records management applicable to Town officers and employees on the subject of public records management and preservation, and to ensure that the procedures used to manage and preserve public records will be uniform throughout the organization.

This Resolution is duly adopted by the Board of Mayor and Aldermen of the Town of Farragut on this 12th day of May 2022.

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Ron Williams, Mayor

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Allison Myers, Town Recorder

Retention Schedules

Reference Number: MTAS-525
Reviewed Date: 09/15/2017

Using these Retention Schedules

Records in this schedule are grouped by topic.

The records under each topic constitute a records series. Each record in the series is given a number consisting of the series designation plus a number designating the order in which the record is listed within the series. For example, Activity Reports under Animal Control are in Record Series A and have the record number A-1. The series designation and the record number should be useful in referring to records during both storage and disposition.

You may notice that there are topics that appear not to be covered. We have attempted to use general topics to the extent possible to keep the schedule from being too voluminous. If you have a record that appears not to be covered, you should look for the record in a related topic that is included in the schedule. For example, a contract involving the airport authority would have the same retention period as other contracts noted under the General Administration topic.

Under T.C.A. § 10-7-702, records manuals compiled by MTAS must "be used as guides by municipal officials in establishing retention schedules for all records created by municipal governments ..." Since this is a guide rather than the final word, a municipality may add more records or records series to the retention schedule if needed.

The schedules in this section have been reviewed by MTAS staff, the State Library and Archives, and several city officials. We recommend their adoption. The retention periods marked with asterisks are required by state or federal law. All other retention periods are based on the record's administrative, legal and historical value.

As noted, municipalities have a great deal of flexibility in adopting the retention schedule. It can be adopted, with any needed modification, by ordinance, resolution, motion, citywide policy, or by a records commission if the municipality has one; or applicable portions can be adopted as a departmental policy.

Animal Control

Reference Number: MTAS-681
Reviewed Date: 09/15/2017

ANIMAL CONTROL RECORDS RETENTION SCHEDULE

Description of Record	Retention Period	Legal Authority/Rationale
A-1. Activity Reports. Monthly reports showing the activity of the animal control operations.	Retain 2 years, unless there is no annual report. If no annual report, retain as permanent record.	Keep to aid in planning.
A-2. Adoption Contracts. May include agreement to have animal spayed/neutered when it is 6 months old.	Retain 4 years.	Keep to show proof of ownership/ patterns of behavior of animals or owners.
A-3. Annual Reports. Annual reports showing the activity of the animal control operations.	Permanent record.	Keep to aid in planning.
A-4. Bite Reports. Document investigations of dog bites.	Retain 4 years.	Retention period based on likely time of complaint or legal action.
A-5. Complaints, Record of. May contain date; time of complaint; complaint's name, address, and telephone number; owner's name and address; animal's license number; and details of problems.	Retain 4 years or until resolution of any litigation, whichever is later.	Record may be used in litigation. Retention period based on statute of limitations for actions for injuries to personal property plus 1 year. T.C.A. § 28-3-105.
A-6. Controlled Substances, Log of	Retain 3 years.	Tenn. Admin. Rule 1730-4-.09.
A-7. Dispatching Logs.	Retain 4 years, unless legal action is pending.	Retention period based on likely time of complaint or legal action.
A-8. Euthanasia Report. Must be kept for each	*Retain for 3 years. May	Tenn. Admin. Rule 1730-4-.09.

ANIMAL CONTROL RECORDS RETENTION SCHEDULE

Description of Record	Retention Period	Legal Authority/Rationale
animal euthanized; includes date, estimated age, breed, weight, sex, amount of euthanasia solution administered, and description of verification of death	want to retain for 4 years if 4-year retention period adopted for other animal control records.	
A-9. Field Reports (Daily). Report of officer's daily activities.	Retain 1 year.	Used to compile activity reports.
A-10 Impound Log. Log of all animals brought into the animal shelter and whether animal was adopted or euthanized.	Retain 4 years.	Keep as part of history of animals and owners and to track activity at shelter. Can be useful in returning lost animals to owners.
A-11. Rabies Certificate. Rabies vaccination is required by T.C.A. 68-8-104. Certificates are forwarded to animal control by veterinarians.	Retain 4 years.	Keep to provide proof of vaccination and to facilitate return of lost animals to owners. Rabies vaccine lasts 3 years.
A-11. Rabies Certificate. Rabies vaccination is required by T.C.A. 68-8-104. Certificates are forwarded to animal control by veterinarians.	Retain 4 years.	Keep to provide proof of vaccination and to facilitate return of lost animals to owners. Rabies vaccine lasts 3 years.
A-12. Return to Owner, Record of.	Retain 4 years.	Keep to prove ownership and assign liability to owner if the animal is ever in violation of ordinances or statutes.
A-13. Spay/Neuter Deposit, Record of. Deposit is required by T.C.A. § 44-17-503 for every animal not already neutered that is adopted from an animal shelter.	Retain 4 years.	Keep as part of history of animals and owners.
A-14. Surrender of Animal, Record of.	Retain 4 years.	Keep to defend against liability for taking animal. Based on statute of limitations for offenses against property plus 1 year.

*Indicates a mandatory retention period based on state or federal law.

Cemeteries (City-Owned)

Reference Number: MTAS-682
Reviewed Date: 09/15/2017

CEMETERIES, CITY-OPERATED RECORDS RETENTION SCHEDULE

Description of Record	Retention Period	Legal Authority/Rationale
B-1. Deed Books. May contain deed number, purchaser's name, deed date, lot number, etc.	Permanent Record.	Establish property rights.
B-2. Interment Records. May contain name of the deceased, burial permit number, dates of death and interment, sex and age of deceased, place of death, location of grave, date and place of birth, owner of lot, deed number, and removal information.	Permanent Record.	Keep for historical purposes.
B-3. Perpetual Care Records. Records regarding funds for the continued upkeep of the cemetery.	Permanent Record.	Keep for historical purposes.

Court Records

Reference Number: MTAS-683
Reviewed Date: 09/15/2017

COURTS RECORDS RETENTION SCHEDULE

Description of Record	Retention Period	Legal Authority/ Rationale
C-1. Affidavit of Complaint. A written statement alleging that a person has committed an offense and alleging the essential facts instituting the offense charged made upon oath before a magistrate or court clerk.	*Permanent Record.	T.C.A. § 18-1-202(a).
C-2. Appeal Dockets. Record of cases going to appellate courts showing style of case, date, and ruling of the court; may show court costs	*Retain 10 years after last entry.	T.C.A. § 18-1-202(a).
C-3. Appearance and Rule Dockets. Record of first appearance of all causes in court, showing date filed, names of attorneys, style of case, security, and action taken.	*Permanent Record	T.C.A. § 18-1-202(a).
C-4. Appearance and Bail Bond Records. Bonds and recordings of bonds executed by defendants and sureties showing defendant's name, name of person serving as surety, amount of bond, and signatures of the accused and sureties.	*Retain 10 years after final judgment.	T.C.A. § 18-1-202(a).
C-5. Attachment and Injunction Bonds. Bonds executed in attachment and injunction cases insuring defendant against damages likely to occur as a result of wrongful suing, showing date of bond, name of principal and sureties, amount of bond, condition of the obligation, and signatures of principal and sureties.	*Retain 10 years after final judgment.	T.C.A. § 18-1-202(a).
C-6. Attachments on Personal Property. Writs issued during court action to seize the personal property of the defendant to be held as	*Retain 10 years after final settlement	T.C.A. § 18-1-202(a).

COURTS RECORDS RETENTION SCHEDULE

Description of Record	Retention Period	Legal Authority/ Rationale
security for the satisfaction of such judgment as the plaintiff may recover.	of case.	
C-7. Attachments on Real Property. Writs issued during court action to seize the real property of the defendant to be held as security for the satisfaction of such judgment as the plaintiff may recover.	*Retain 10 tears after final settlement of the case.	T.C.A. § 18-1-202(a).
C-8. Bills of Costs-Courts with Concurrent Jurisdiction. Certified bills of cost in criminal cases in courts having concurrent general sessions court jurisdiction and submitted for payment by the city court clerk, showing names of the plaintiff and defendant, offense charged, date of initial action, items of cost, amount of each, date process issued, signature of office issuing warrant, date filed with city court clerk for trial (if applicable), clerk's certification, date judgment paid, and number of warrant issued in payment.	Retain 5 years after close of case.	Keep for audit and review purposes.
C-9. Bills of Costs-Ordinance Violation Cases. Bills of costs submitted for payment showing names of plaintiff and defendant, date of initial action, items of cost, amount of each, date process issued, signature of official issuing warrant, date filed for court for trial, clerk's certification, date judgment paid, and number of warrant issued in payment.	Retain 5 years after close of case.	Keep for audit and review purposes.
C-10. Bond Books, Miscellaneous. Receivers, appearance, costs, etc., bonds, showing names of principal and sureties, style of case, amount and date of bond, condition of the obligation, and signatures of principal and sureties.	*Retain 10 years after release, replacement, or expiration of all bonds in book.	T.C.A. § 18-1-202(a).
C-11. Briefs, Civil Cases. Statements of the case, legal theory and arguments for a party in a case.	*Maintain for 3 years after final disposition of the case, then destroy after notice is given to parties.	Notice permits parties to retrieve records. T.C.A. § 18-1-202(b).
C-12. Capias. The general name for several types of writs that require an officer to take the body of the defendant into custody; they are writs of attachment or arrest.	*Permanent Record	Original process must be kept permanently. T.C.A. § 18-1-202(a).
C-13. Case Ledgers. Records of case funds received and distributed.	Permanent Record.	Recommended by the comptroller in the Internal Control and Compliance Manual for Tennessee Municipalities.
C-14. Citation. A demand that the defendant cited appear in court at a stated time to answer to a misdemeanor or civil offense charge. The citation states the name and address of the person cited, the name of the issuing officer, and the offense charged.	*Permanent Record	Original process must be kept permanently. T.C.A. § 18-1-202(a).
C-15. Cost Bonds, Civil Cases. Bonds executed to insure payment of court costs, showing names of plaintiff and defendant, amount and date of bond, condition of the obligation, and signatures of principal and sureties.	*Maintain for 3 years after final disposition of the case, then destroy after notice is given to parties.	T.C.A. § 18-1-202(a).
C-16. Court Action Reports.	Retain 10 years	Keep for audit purposes.

COURTS RECORDS RETENTION SCHEDULE

Description of Record	Retention Period	Legal Authority/ Rationale
C-17. Criminal Actions, Record of. All original process, case papers, and documents in criminal cases, including judge's orders, in both felony and misdemeanor cases.	*Permanent Record	T.C.A. § 18-1-202(a).
C-18. Delinquent Tax Collection Reports. Copies of the reports made by the clerk to the cities, county, and state of tax collections in litigation, showing docket number, case number, names of complainant and respondent, amount collected, total, and date of report.	*Retain 10 years.	T.C.A. § 18-1-202(a).
C-19. Detainer Warrants. Instrument authorizing the keeper of a prison to keep a person in custody. Shows name of person in custody, length of time to be detained, and signature of issuing official.	*Retain 10 years.	T.C.A. § 18-1-202(a).
C-20. Discovery Records, Civil Cases. Interrogatories, depositions, and other legal devices to obtain information concerning a case prior to trial.	*Maintain for 3 years after final disposition of the case, then destroy after notice is given to the parties.	Notice permits parties to retrieve records. T.C.A.§18-1-202(b).
C-21. Distress Warrants and Warrant Stubs. Original warrants and warrant stubs issued against persons, showing name and address of person for whom warrant is issued, date of issue, amount of tax due, fees, and penalties.	If court action results, retain until final settlement of case; if no court action, retain 5 years.	Keep for audit purposes.
C-22. Executions. Writs or orders providing that an act or course of conduct be carried out.	*Retain 10 years after issuance.	T.C.A. § 18-1-202(a).
C-23. General Account Ledgers (execution docket). Ledger accounts or funds received from payments of judgments and court costs; money distributed by the clerk showing style and number of case, date of collection, name of person from whom received, and amount; date of payment, name of payee, number of check issued, and amount; may show cash book and page number from which entry was posted.	*Permanent Record.	T.C.A. § 18-1-202(a).
C-24. General Index. Index to all original case papers, showing file number and names of complaint and respondent.	*Permanent Record.	Necessary for use of other permanent records.
C-25. Habeas Corpus, Writs of. Writs issued to change the place of trial, to move from custody of one court to another, directing that a detained person be produced, etc.	*Permanent Record.	Original process must be kept permanently. T.C.A. § 18-1-202(a).
C-26. Judge's Opinions. Statements by the judge of the decision reached in regard to a cause heard before him relating the laws as applied to the case and giving reasons on which the judgment is based.	*Permanent Record.	T.C.A. § 18-1-202(a).
C-27. Litigation Tax Reports. A record of all state and city litigation taxes collected by the clerk showing number of cases and amount received.	Retain 10 years after last entry.	Keep for audit purposes.
C-28. Minute Books and Indexes. Minutes show the course and proceedings in all cases from their origin to termination, giving name of defendant, offense charged, date of trial, verdict, and sentence of the court.	Permanent Record.	Necessary for use of other permanent records.
C-29. Mittimuses. Commitments to jail, showing name of person committed, offense charged, name of prosecutor, amount of bail, date,	*Retain 10 years.	T.C.A. § 18-1-202(a).

COURTS RECORDS RETENTION SCHEDULE

Description of Record	Retention Period	Legal Authority/ Rationale
and signature of clerk of the court.		
C-30. Municipal Court with Concurrent Jurisdiction Docket Book, Criminal (State). Dockets showing date of trial, case number, name of defendant, action of the court, name of returning officer, and list of witnesses claiming fees.	Permanent Record.	Keep permanently as a basic record of the actions of the court.
C-31. Processes Served, Record of. Record of warrants, capiases, summonses, and other papers served.	Retain 3 years after last entry. Note: Do not confuse this record with original process that must be kept as a permanent record to comply with T.C.A. § 18-1-202(a).	Keep for audit purposes.
C-32. Receipts for Papers. Record of all files and papers removed from the office, showing date and by whom taken, and date returned.	Retain until all files and papers are returned.	Working papers as defined in T.C.A. § 10-7-301(14).
C-33. Reports, Municipal Court with Concurrent Jurisdiction. Duplicates of monthly reports to the county and the state of all revenue collected by the clerk, showing dates of quarter, from whom received or source of collection, costs, fees and mileage of witnesses, and fees, commissions and emoluments of the sheriff, his deputies, constables, game wardens, state highway patrolmen, and other officers for services to the court, the fines and forfeitures adjudged by the court, and all other funds coming into the hands of the clerk and judge.	Retain 10 years after clerk's tenure is broken.	Keep for audit purposes.
C-34. Rule Dockets and Indexes. A record of original processes issued and files incident to cases tried in court, showing number of case, date and hour filed, names of complainant, respondent, and solicitors; also date and nature of process, names of bondmen, date process served, note of officer's return, and rules and orders of the court.	*Permanent Record	T.C.A. § 18-1-202(a).
C-35. Search Warrants. A written order issued in the name of the state and directed to a law enforcement officer commanding him to search a specific house, business establishment, or other premises.	*Retain 10 years.	T.C.A. § 18-1-202(a).
C-36. Subpoenas. Copies of summonses to appear in court as witnesses in lawsuits, showing name of person summoned, day and hour to appear, in whose behalf, and signature of the clerk.	*In criminal cases, retain 10 years. *In civil cases, retain 3 years.	T.C.A. § 18-1-202.
C-37. Summonses. A writ notifying a person that a court action has commenced against him and that he is required to appear on a day named and answer the complaint in such action.	*Permanent Record	T.C.A. § 18-1-202(a).
C-38. Trial Exhibits and Evidence. Any evidence and exhibits presented at trial that become part of the record of the case.	*Retain 10 years after final judgment, unless local rule of court provides for a different retention period.	T.C.A. § 18-1-202(a).
C-39. Unclaimed Funds, Record of. Record of funds in hands of clerk unclaimed for 7 years and turned over to the state, showing style of case, case number, respondent, and amount.	*Permanent Record	Keep record for audit purposes and a reasonable period to allow interested

COURTS RECORDS RETENTION SCHEDULE

Description of Record	Retention Period	Legal Authority/ Rationale
		parties to make inquiries.
C-40. Warrants. Writs issued in both civil and criminal cases requiring an officer of the law to arrest the person named therein and bring him before the court to answer charges of some offense that he is alleged to have committed.	*Permanent Record	T.C.A. § 18-1-202(a).
C-41. Witness Books. Record of witnesses appearing in court cases, showing date of court term, style of case, names of witnesses for complainant, names of witnesses for respondent, number of days attended, miles traveled, amount due, and date of payment.	*Retain 10 years after last entry.	T.C.A. § 18-1-202(a).

*Indicates a mandatory retention period based on state and federal law.

Election Records

Reference Number: MTAS-684
Reviewed Date: 09/15/2017

ELECTIONS RECORDS RETENTION SCHEDULES

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

Engineering

Reference Number: MTAS-685
Reviewed Date: 09/15/2017

ENGINEERING RECORDS RETENTION SCHEDULE

Description of Record	Retention Period	Legal Authority/Rationale
E-1. Aerial Photographs. Aerial photographs of flyovers. Negatives may be available at the state Department of Transportation's photographic lab.	Permanent Record.	Keep for operational purposes through reappraisal appeals process and greenbelt recertification appeal period. This record series has high historical and archival value and should be preserved for those reasons.
E-2. Bridge and Street Project Files, Federal, State and Local. Project files, including contracts and invoices.	Retain 7 years after completion of project.	Based on statute of limitations for legal actions for breach of contract plus 1 year. T.C.A. § 28-3-109.
E-3. Building Plans. Blueprints and specifications for all municipal building including school buildings.	Retain for life of the building (plus additional time if litigation arise from building's early demise). Consider donating to archive.	Necessary for maintenance and operation of physical plant.
E-4. City Street List. Record of all streets under control of the city.	Permanent Record	Necessary for street regulation and maintenance and to protect street department from allegations of working on private property.
E-5. Complaints. Citizen service request for maintenance and repair issues.	Retain 5 years.	Could constitute notice of unsafe condition.
E-6. Deeds, Easements, Highway Rights-of-way, etc. Instruments of conveyance of interests in real property. Show signature of property owner, date, width of easement, and name of road.	Permanent record in city recorder's office.	Recorded copy is necessary to preserve city property rights, City should retain its own copy as record of its property rights.
E-7. Maps and Map Books. City and civil district maps as well as single parcel maps (not part of subdivision).	Permanent Record.	Keep for historical purposes.
E-8. Ownership maps and index, Rural and Urban. These maps reflect the status of real property as of January 1 of each year.	Retain only current and one previous generation of ownership maps and indexes. Older generations of photographs may be removed from the office but if removed, should be transferred to an archive or library.	Useful in office for tracking property changes and as evidence in challenges to tax sales. This record series has a high historical and archival value and should be preserved for those reasons.
E-9. Plats, Plat Books, Surveyors' Books and Indexes. Drawings of subdivisions, cemeteries, utilities, city lots and street improvements showing name of subject, date drawn, boundaries, scale used, location, name of engineer making survey, name of draftsman, and register's certificate of registration.	Permanent Record.	Necessary for maintenance and operation of city infrastructure. Eligible for recordation. T.C.A. § 13-3-402
E-10. Sign Inventory. List of all traffic signs and traffic signals in the city.	Retain a current copy at all times.	Necessary to track inventory and maintenance of signs.
E-11. Underground Utilities, Location of. Record of location of all underground utilities maintained by the city.	Permanent Record.	Necessary for maintenance and operation of city infrastructure. NOTE: Under T.C.A. § 65-31-105, the city must record location of

ENGINEERING RECORDS RETENTION SCHEDULE

Description of Record	Retention Period	Legal Authority/Rationale
		utilities with county, listing where the facilities are located and the name, title, address and telephone number of the operator's representative. The county keeps this record permanently.
E-12. Work Orders. For repair and maintenance of streets, traffic signs, traffic signals, and utilities.	Retain 5 years.	Evidence in lawsuit.

Finance Records

Reference Number: MTAS-686
Reviewed Date: 09/15/2017

FINANCE RECORDS RETENTION SCHEDULE

Description of Record	Retention Period	Legal Authority/Rationale
F-1. Accounts Paid Files and Ledgers. Paid invoices filed by vendor showing company, date, amount, date paid, and invoice number. Ledgers show name of vendor, amount of each invoice, amount paid on each account, and amount outstanding.	Retain 7 years.	Based on statute of limitations for legal actions for breach of contract plus 1 year. T.C.A. § 28-3-109.
F-2. Accounts Payable.	Retain 10 years.	Recommendation of the comptroller set forth in the *Internal Control and Compliance Manual for Tennessee Municipalities*.
F-3. Accounts Receivable.	Retain 10 years.	Recommendation of the comptroller set forth in the *Internal Control and Compliance Manual for Tennessee Municipalities*.
F-4. Annual Reports to City Officials. Submitted by city departments, boards, or agencies.	Permanent Record.	Keep for historical purposes.
F-5. Appropriation Ordinance or Resolution. Record of appropriations made by the municipal legislative body for maintenance of city offices and departments, and for the payment of claims against the city, showing date of meeting, date claim filed, to whom payable, nature of claim or purpose of appropriation, and amount.	Permanent Record.	Keep for audit and historical purposes.
F-6. Audit Reports. All audit reports relative to city finances. Audit reports show name of office, name of fund or account, account of all receipts and disbursements, date of audit, and signature of auditor.	Permanent Record.	Recommendation of the comptroller set forth in the *Internal Control and Compliance Manual for Tennessee Municipalities*. Audit *working papers of an internal audit staff* are confidential. See 2013 Pub. Chptr. 15. NOTE: T.C.A. § 6-56-104 requires the city to place a copy of the audit in the main branch of the public library.

FINANCE RECORDS RETENTION SCHEDULE

Description of Record	Retention Period	Legal Authority/Rationale
F-7. Bank Deposit Books. Bank books showing name and location of bank, and amounts and dates of deposits.	Retain 6 years plus 1 year after last entry.	Based on statute of limitations for legal actions for breach of contract plus 1 year. T.C.A. § 28-3-109
F-8. Bank Deposit Slips. Slips showing name and location of bank, and amounts and dates of deposits.	Retain 7 years.	Based on statute of limitations for legal actions for breach of contract plus 1 year. T.C.A. § 28-3-109
F-9. Bank Statements. Statements showing name and location of bank, and amounts and dates of deposits, amounts and dates of check withdrawals, and running balance.	Retain 7 years.	Based on statute of limitations for legal actions for breach of contract plus 1 year. T.C.A. § 28-3-109
F-10. Bids, On Equipment and Supplies. Records showing bidder's name, complete description of item(s), delivery date, amount of bid, and any correspondence with bidder. Include record of unsuccessful bids in this file.	Retain 7 years after contract expires.	Based on statute of limitations for legal actions for breach of contract plus 1 year. T.C.A. § 28-3-109
F-11. Bonded Indebtedness, Record of. Register book shows bond issue, date, and amount set up by year; as bonds and coupons are returned, these are shown in the book. Other records include trust indenture, loan agreements, bond counsel opinion, documentation on expenditure of bond proceeds, copies of management contracts and research agreements, documentation of all sources of payment or security for the bonds, and documentation of investment of bond proceeds. Other records may also include documentation specific to any single and multifamily housing bonds and small issue industrial development bonds.	Bonds and coupons may be destroyed 15 years after the maturity date of such bonds.	Based on procedures established in T.C.A. § 9-21-123. Based on the length of time a bond payee has to take action against the issuer T.C.A. § 28-3-113.
F-12. Budget Records and Reports. These pertain to the general fund and the street fund, debt service fund, the general purpose school fund and all other city funds. They show anticipated revenues, anticipated expenditures for the year, and fund balance at the end of the year.	The annual budget is preserved permanently in city legislative body minutes. Retain other budget records and reports 5 years.	Keep for audit purposes.
F-13. Canceled Checks. Canceled checks showing date check issued, name of bank on which drawn, check number, to whom payable, purpose of payment, amount of check, and date canceled.	Retain 7 years.	Based on statute of limitations for legal actions for breach of contract plus 1 year. T.C.A. § 28-3-109.
F-14. Cash Journals. Records of all receipts and disbursements as distributed to various city accounts, showing date of entry, amount, source of receipt or purpose of payment, amount of debit or credit, and name of account credited or charged.	Permanent record.	Recommendation of the comptroller set forth in the *Internal Control and Compliance Manual for Tennessee Municipalities*. Comptroller's office considers the record important for demonstrating patterns in investigations of misappropriation of funds. Prior to the advent of general budgetary practices, the Recorder's Cash Journal was the best record for tracking the total

FINANCE RECORDS RETENTION SCHEDULE

Description of Record	Retention Period	Legal Authority/Rationale
		revenue stream of the city and has historical value. For this reason, older records should be kept permanently.
F-15. Cash Reconciliation Report. Shows balances at beginning of the month, outstanding checks, cash balances, checks issued during month, checks paid, cash and outstanding checks at end of the month.	Retain 1 year after audit.	Keep for audit and review purposes.
F-16. Check Books. Books containing stubs of checks issued by the recorder showing check number, date issued, name of payee, amount, and purpose of payment.	Retain 7 years after date of last check.	Based on statute of limitations for legal actions for breach of contract plus 1 year. T.C.A. § 28-3-109
F-17. Check Stubs. From all city accounts and accounts of all departments.	Retain 7 years.	Based on statute of limitations for legal actions for breach of contract plus 1 year. T.C.A. § 28-3-109
F-18. Development and Proposal Files. Reports, planning memos, correspondence, studies, and similar records created for and used in the development of grant proposals submitted to state or federal agencies and contracts relating to the grant.	Retain all unsuccessful applications for 5 years. Retain all records regarding grants that are received for life of grant plus 7 years.	Keep unsuccessful proposals in case of appeal or for administrative use in re-application. Keep records of grants received based on statute of limitations for contract actions. T.C.A. § 28-3-109.
F-19. Financial Report to City Legislative Body. (1) General; (2) Final – Report gives information on different accounts, balances on last report , receipts, disbursements, commissions, transfers, balances on this report, totals, bank balances of city accounts in different banks, and classification of receipts (sources received from, e.g., state, local, etc.). Reports of street department chief administrative officer and other officials when required by law.	Permanent Record.	These reports should be recorded in the minutes of the city legislative body. Permanent retention is recommended by the comptroller in the *Internal Control and Compliance Manual for Tennessee Municipalities*.
F-20. General Ledger Accounts. Record of all receipts and disbursements for the various city accounts, showing date of entry, amount, source of receipt or purpose of payment, amount of debit or credit, and name of account credited or charged.	Permanent Record.	Recommendation of the comptroller set forth in the *Internal Control and Compliance Manual for Tennessee Municipalities*.
F-21. General (Miscellaneous) Receipt Ledgers. Record of funds received on general accounts, including such payments as state and city taxes, interest, fees, and penalties on delinquent taxes, showing date of payment, name of payer, amount, funded credited, and balance. This information is included in the journal package of most software in computerized cities. If stored electronically in compliance with electronic data processing standards, paper copy is not necessary.	Retain 7 years after last entry. If stored electronically, retain 7 years after date of creation of record.	Based on statute of limitations for legal actions for breach of contract plus 1 year. T.C.A. § 28-3-109.
F-22. Grant Documentation and Files. Records and materials regarding grants applied for and/or money received through state and federal grants.	Retain for life of grant plus 7 years.	Based on statute of limitations for legal actions for breach of contract plus 1 year. T.C.A. § 28-3-109.

FINANCE RECORDS RETENTION SCHEDULE

Description of Record	Retention Period	Legal Authority/Rationale
F-23. Investment Ledgers. Surplus cash investments, rate of interest, date, and amount collected.	Retain 10 years.	Keep for audit purposes and to address arbitrage concerns.
F-24. Invoices. Original invoices, purchase orders, and requisitions used in purchasing goods.	Retain 7 years.	Based on statute of limitations for legal actions for breach of contract plus 1 year. T.C.A. § 28-3-109.
F-25. Miscellaneous Receipts from other Offices Receiving Money, Records of. Records of receipts collected by other city offices and departments. Examples: fees collected by the ambulance service, building permits, etc.	Retain 7 years.	Based on statute of limitations for legal actions for breach of contract plus 1 year. T.C.A. § 28-3-109.
F-26. Receipt Books. Receipts for revenue collected, showing from whom received, date receipt given, receipt number, amount and purpose of payment, and account credited. Receipts may be or may have been issued for funds received from other city offices for payments or transfer tax, delinquent taxes, state funds, utilities tax, etc. Receipts may be loose rather than in books.	Retain 7 years after last entry. If stored electronically, destroy file 7 years after date of creation. Additional copies of the receipts that are not needed for any purpose are working papers that may be destroyed as soon as it is determined they are superfluous.	Based on statute of limitations for legal actions for breach of contract plus 1 year. T.C.A. § 28-3-109.
F-27. Sale Tax report. Report from the state showing total tax collection less cost of state collection. Report shows amounts distributed to incorporated municipalities.	Retain 10 years.	The record series is kept longer than the usual audit standard in case of dispute regarding city/county distribution of revenues.
F-28. Travel Authorizations.	Retain 5 years.	Keep for audit purposes.
F-29. Unclaimed Funds, Record of. Records of funds in hands of official unclaimed for 7 years and turned over to state, showing information about source of funds and amount.	Retain 10 years.	Keep record for audit purposes and a reasonable period to allow interested parties to make inquiries.

Fire Records

Reference Number: MTAS-687
Reviewed Date: 10/27/2020

FIRE RECORDS RETENTION SCHEDULE

Description of Record	Retention Period	Legal Authority/Rationale
G-1. Arson Investigation Reports.	Retain 30 years or until the convicted perpetrator is released from prison, whichever is longer.	Keep for use if there is a new trial.
G-2. Bloodborne Pathogens/ Infectious Material Standard. Protects		

FIRE RECORDS RETENTION SCHEDULE

Description of Record	Retention Period	Legal Authority/Rationale
employees who may be occupationally exposed to blood or other infectious materials. Written Exposure Plan	No retention period specified.	Occupational Safety and Health Act (29 C.F.R. 1910.1030).
Medical Records	*Retain for duration of employment plus 30 years.	Occupational Safety and Health Act (29 C.F.R. 1910.1020).
Training Records	*Retain 3 years.	Occupational Safety and Health Act (29 C.F.R. 1910.1030).
Employee Exposure Records	*Retain 30 years.	Occupational Safety and Health Act (29 C.F.R. 1910.1020).
G-3. Burn Permits. Record of permission granted for open burning within the city limits.	Retain 2 years unless issued in conjunction with a building permit, in which case retain until certificate of occupancy granted.	General recommendation is based on statute of limitations for malicious burning plus one year. Recommendation for burn permits issued with building permits based on the increased likelihood of a lawsuit against the city before certificate of occupancy is granted.
G-4. Fire Incidents Reports.	Retain 5 years. Consider donating to archive.	Keep to track history of property, loss claims, repeats. Retention term based on statutes of limitations for foreseeable causes of action.
G-5. Fire Safety Inspection and Similar Reports. Reports made by Tennessee Department of Insurance, Division of Fire Prevention, or local fire department showing date, name of inspector, location inspected, etc.	Retain current inspection report until new inspection report is received, as a minimum. Retaining 3 years is recommended.	Keep for enforcement purposes. Keeping one generation back allows the department to show a history of inspection.
G-6. Firefighter Annual Certification of Fitness to Perform Job Functions.	*Retain until next certification completed to comply with OASH. Retaining 3 years is recommended.	Required by OSHA. (29 C.F.R. 1910.156(b)(2)) and (29 C.F.R. 1910.135 (m)). Department of Labor can request information going back 3 years. Retention allows the fire department to show a history of testing and compliance.
G-7. Firefighter Annual Facemask Fit Test Records.	Retain until next certification completed to comply with OSHA. Retaining 3 years is recommended.	Required by OSHA. (29 C.F.R. 1910.156 (f)) and (29 C.F.R. 1910.135 (m)). Department of Labor can request information going back 3 years. Retention allows the fire department to show a history of testing and compliance.
G-8. Material Safety Data Sheets (MSDSs). Employers must have an MSDS on file for each hazardous chemical they use and ensure that copies are readily accessible to employees in their work area.	No specific time-must be maintained in a current fashion.	Occupational Safety and Health Act (29 C.F.R. 1910.1020(d)(1)(ii)(B)).
		Occupational Safety and Health Act (29

FIRE RECORDS RETENTION SCHEDULE

Description of Record	Retention Period	Legal Authority/Rationale
· Employer must keep records of chemicals used, where they were used, when they were used and for how long.	· Retain for 30 years.	C.F.R. 1910.1020(d)(1)(ii)(B)).
G-9. Physical/ Medical Records. Complete and accurate records of all medical examinations require by OSHA law.	Retain for duration of employment plus 30 years unless specific OSHA standard provides a different time period.	Occupational Safety and Health Act (29 C.F.R. 1910.1020).
G-10. Medical Records of Patients in EMS Run Records. Patients medical histories, reports, summaries, diagnosis, prognosis, records of treatment, medication, X-ray and radiology interpretation, physical therapy charts and lab reports.	Retain 10 years following discharge of patient or patient's death during treatment. For patients under mental disability or minority, records should be retained for period of minority or disability plus 1 year or 10 years following discharge, whichever is longer. X-ray film may be disposed of after 4 years when radiologist's interpretation is made.	T.C.A. §§ 68-11-305 and 68-140-519.
G-11. Radio and Telephone Logs. Dispatching and telephone communications with outside agencies.	Retain 5 years.	Keep for use in defense of lawsuits. Retention term based on statutes of limitations for foreseeable causes of action.
G-12. Training Records.	Retain for duration of employment plus 3 years.	Proof of training for ISO and OSHA.
G-13. Vehicle and Equipment Maintenance Records.	Retain for life of vehicle or equipment plus 1 year.	Determination of replacement, proof of maintenance; possible tort action.

*Indicates a mandatory retention period based on state or federal law.

Fleet Services

Reference Number: MTAS-688
Reviewed Date: 09/15/2017

FLEET SERVICES RECORDS RETENTION SCHEDULE

Description of Record	Retention Period	Legal Authority/Rationale
H-1. Vehicle and Equipment Purchase and Maintenance Records.	Retain for life of vehicle or equipment plus one year.	Determination for replacement, proof of maintenance; possible tor action.

General Administration

Reference Number: MTAS-689
Reviewed Date: 09/15/2017

GENERAL ADMINISTRATION RECORDS RETENTION SCHEDULE

Description of Record	Retention Period	Legal Authority/ Rationale
I-1. Affidavits of Exemption from Business Licenses under T.C.A § 67-4 – 712. Affidavits of blind persons or disabled former members of the armed services made for the purpose of obtaining free ad valorem or privilege license, showing duration of service, nature of disability, if any, amounts of affidavit, signature of affiant, and clerk's acknowledgment.	If license is granted, retain until expiration of license plus 10 years; if license not granted, retain 1 year.	Keep for audit purposes. T.C.A. § 67—4-712 (a).
I-2. Alcoholic Beverage Commission Applications.	If application granted, retain for life of permit. If application denied, retain for 1 year past final action.	Retain successful applications for audit purposes. Retain denied applications to have available in case of appeal(s) under T.C.A. § 27-9-101 *et seq.*
I-3. Bankruptcy, notice of.	Retain 11 years.	Based on statute of limitations for collection of property taxes, plus 1 year. T.C.A. § 67-5-1806.
I-4. Beer Applications and Permits. The application and permits issued to persons selling legalized beverages (beer), Showing name of licensee, business address, date issued, permit number, and signature of beer board approving the issuance of the license.	Retain 5 years after the permit is terminated.	Keep for audit purposes.
I-5. Beer Tax Reports and Receipts. Reports from wholesale beer distributors showing brands of beer, number of units sold, unit prices, and tax remitted. Receipts from money submitted should also be in file.	Retain 3 year.	Source documents must be kept by wholesalers and retailers for 2 years T.C.A. § 57-5-206(b).
I-6. Business and Privilege Licenses. Original applications and licenses to engage in business or for exercising taxable privileges, showing name of applicant, kind of license, duration of license, date filed, and signature of applicant; fee/tax paid; and license number.	Retain 5 years after license has expired.	Keep for audit purposes.
I-6A. Business tax returns. Returns filed under the Business Tax Act under T.C.A. § 67-4-715.	Retain 7 years after January of the year in which the taxes accrue.	T.C.A. § 67-1-1501(a); Westinghouse Electric Corp. v. King 678 S.W. 2nd 19 (Tenn. 1984).
I-7. Contracts. Contracts between the city and other contractors.	Retain 7 years after termination of contract.	Based on statute of limitations for breach of contract plus 1 year. T.C.A. § 28-3-109.
I-8. Contracts, Construction. Contracts between the departments and contractors for construction work, showing name contractor, date, building specifications, and amount of consideration.	Retain 7 years or until expiration of guarantees. If no guarantees are involved, retain 7 years after completion of contract.	Based on statute of limitations for actions for breach of contract plus 1 year. T.C.A. § 28-3-109.

GENERAL ADMINISTRATION RECORDS RETENTION SCHEDULE

Description of Record	Retention Period	Legal Authority/ Rationale
I-9. Correspondence Files. Correspondence with citizens and government officials regarding policy and procedures or program administration.	Generally retain based on subject matter or 5 years, whichever is longer, but appraise for continuing administrative usefulness or historical value. (See "E-mail" below.)	Maintain for reasonable period of time in case of continued action related to the correspondence.
I-9A. E-mail. [1] Spam and other e-mails that will not be relevant to any litigation. [2] E-mails relative to contracts. [3] E-mails that might be relevant to tort litigation. [4] E-mails relative to personnel status of employees. [5] Other e-mails.	[1] May be discarded immediately. [2] Retain seven years or until expiration of guarantee. [3] Retain 2 years. [4] Retain 5 years. [5] Retain based upon subject matter (see other provisions in retention schedule) or 5 years, whichever is longer, but appraise for continuing usefulness or historical value.	[1] No requirement for retention. [2] Based on statute of limitations for breach of contract plus 1 year. T.C.A. § 28-3-109. [3] Based on statute of limitation for tort action plus 1 year. [4] Various statutes of limitations and requirements in differing statutes. [5] Maintain for reasonable time in case of continued action.
I-10. Deeds for City Properties, Copies of. Copies of warranty deeds.	Destroy when obsolete or when purpose of retention has been served.	Working papers as defined in T.C.A. § 10-7-301(14). Filed permanently with the county register of deeds.
I-11. Facility Inspection and Maintenance Records. Records documenting inspection of and repairs or improvements made to municipal buildings and structures.	Retain 5 years.	Possible significance in tort cases.
I-12. Fixed Assets. Comprehensive inventory of all fixed assets.	Retain 5 years after disposal of property.	Audit standard authorized by Tenn. Admin. Rule 0520-1-2-.13.
I-13. General (Nonfinancial) Monthly and Quarterly Reports to City Officials. Reports from all departments, boards, or agencies of the city. These reports should be recorded in the minutes of the legislative body.	These are working papers to keep until the information is incorporated into the minutes or an annual report. If not included in the minutes or no annual report is prepared, retain monthly and quarterly reports for 2 years.	Useful in preparing budgets in following years.

GENERAL ADMINISTRATION RECORDS RETENTION SCHEDULE

Description of Record	Retention Period	Legal Authority/ Rationale
I-14. Insurance Policies. Insurance policies of all types insuring the city and all its departments for various risks of loss, showing name of company, name of agent issuing policy, date of policy, date of expiration, amount of premium, amount of coverage, and description of any property covered.	Retain 10 years after expiration or replacement of policy.	Based on statute of limitations for breach of contract actions plus 1 year. T.C.A. § 28-3-109.
I-15. Leases (Real Property). Copies of leases or rental contracts on real estate, showing names of lessor and lessee, description of property, terms of the contract, date of execution, and signatures of parties involved.	Permanent record.	Keep to track property rights. Note: If lease is more than 3 years, eligible for recordation under T.C.A. § 66-24-101(a) (15).
I-16. Leases and Agreements for Use of Equipment.	Retain 7 years after completion or expiration of lease or agreement.	Based on statute of limitations for breach of contract actions plus 1 year. T.C.A. § 28-3-109.
I-17. Legal Opinions and Court Decisions. Records, including correspondence, stating or referencing court decision or legal opinions dealing with or affecting the department.	Retain 20 years or until record no longer relevant, whichever is later.	Court opinions can have continuing impact on operations.
I-18. Liens, Tax. Record of tax lien notices filed against property owners, including violators of the internal revenue law, showing name and address of property owner, date of filing, amount of assessment and penalty, and discharge notice date.	Permanent record.	Impractical to ascertain expiration of lien to know when record could be destroyed.
I-19. Minutes of City Legislative Body. Recorded minutes of the meetings of the municipal legislative body, including special call meetings. All recorded actions of the legislative body, including records of members present and their votes on matters of business presented, nature and results of votes; various items such as fixing the tax levy, adopting a budget, receiving financial reports from city officials and departments, appropriating funds for the maintenance and operations of city offices and institutions, and other items of a similar nature.	Permanent record.	City charter requirement, T.C.A. §§ 8-44-101, et seq. (Open Meetings law). Keep also for historical purposes.
I-20. (Rough) Minutes and Roll Calls of City Legislative Body. Notes taken at meeting of city legislative body and used to compile minutes. Includes audio tapes.	Retain until minutes are approved by city legislative body.	Working papers as defined in T.C.A. § 10-7-301(14).
1-21. Minutes of Other Boards. Minutes of the meetings of other boards, such as a planning commission, utility board, beer board, etc., including members present, votes, and actions taken.	Permanent record. NOTE: Rough minutes are working papers and may be destroyed after final version of minutes is approved.	Actions recorded in minutes are effective until superseded/ amended or rescinded/repealed. Also keep for historical purposes.
I-22. Motor Vehicle City Stickers. Copies of applications for city stickers for motor vehicles; evidence of compliance.	Retain 5 years.	Keep for audit purposes.
I-22A. Mutual Aid Documents. Declarations of a state of	Retain 2 years.	Keep for possible

GENERAL ADMINISTRATION RECORDS RETENTION SCHEDULE

Description of Record	Retention Period	Legal Authority/ Rationale
emergency, written requests for assistance, invoices for reimbursement.		litigation purposes.
I-23. Official Bonds and Oaths of City Officials. Loose and bound original and recorded copies of the bonds and oaths of all officials required to file official bonds and/or oaths with the city recorder. Originals of many of the official bonds of city officials and constables have been deposited with the state comptroller of the treasury since 1957. Bonds generally show name of principal and sureties, amount of bond, date executed, condition of the obligation, date acknowledged and approved, signatures of principals, sureties and attorney-in-fact for bonding company, if any.	Retain 10 years after term covered by bond or oath.	Based on statute of limitations for actions on public officers' bonds. T.C.A. § 28-3-110.
I-24. Ordinances. Code of Ordinances and ordinance books, copies of amended and repealed ordinances; resolutions.	Permanent record.	Charter requirements. Ordinances must be retained to provide evidence of their existence and proof of their lawful enactment. Superseded ordinances have historical and legal value.
I-25. Pawnbroker's Licenses, Applications for and related Records. Record of application for pawnbroker's license, related affidavits and certificates, copies of bonds or insurance policies.	Retain 5 years after license is terminated.	Permits do not expire after a certain term. Keep record for audit purposes and to maintain accurate record of licensed pawnbrokers.
I-26. Powers of Attorney, Record of. Record of legal appointment of persons to act as agents for individuals or estates in such matters as signing documents, giving receipts, collecting and distributing funds, paying utility deposits and bills; shows name of appointee and person making appointment, date of appointment, and contains requirements of notarization.	Retain permanently or until power of attorney is formally revoked.	Keep for audit purposes.
I-27. Privilege Licenses – See Business and Privilege Licenses.		
I-28. Reports of City Officials, Departments, Commissions, and Committees. Reports submitted to the municipal legislative body containing date on finances, work performed, plans, personnel, etc. Some reports submitted annually at the end of the fiscal year. These reports should be recorded in the municipal legislative body's minutes.	If reports are not recorded in legislative body's minutes, preserve permanently one copy of annual reports, or if there is no annual report, preserve permanently one copy of all monthly, quarterly, or semiannual reports.In	The city recorder's office serves as a repository of these reports, which constitute a historical record of the operation of the various offices, departments, and committees of the city.
I-29. Settlement Agreements. Instruments evidencing the settlement of claims against the city.	Retain 7 years after the terms of the agreement have been met.	Based on statute of limitations for breach of contract

GENERAL ADMINISTRATION RECORDS RETENTION SCHEDULE

Description of Record	Retention Period	Legal Authority/ Rationale
		plus 1 year. T.C.A. § 28-3-109.

Permits Records

Reference Number: MTAS-690
Reviewed Date: 11/26/2021

PERMITS RECORDS RETENTION SCHEDULE

Description of Record	Retention Period	Legal Authority/Rationale
J-1. Approval Permit Applications for Solid Waste Disposal Facilities. Records of all data and supplemental information used to complete permit applications. Includes copy of permit and the approved Part I and Part II application. Maintain as the facility or another location with the approval of the department.	Retain throughout active life of the facility and through the post-closure care period.	Keep to show compliance with regulations in order to defend against Superfund liability. Tenn. Admin. Rules 1200-1-7-.02(2)(a)4, 1200-7-7-.02(4) (a)7.
J-2. Building Permits, Inspections, Certificates of Occupancy, Copies of. Show name of owner, amount of money to be expended, type of structure, location, date, and name of contractor.	Retain 5 years after issuance of certificate of occupancy or final inspection.	These are used to find new construction. These records are also used in state audits, which must occur at least once every 3 years, of cities that choose to enforce their own codes. T.C.A. § 68-120-101(b)(4). In addition, T.C.A. § 28-3-202 provides for a four year statute of limitations on injuries from the date of substantial completion. Retention of one additional year will allow for any dispute of such date. NOTE: Notify property assessor of completion before record is destroyed.
J-3. Contractor License Books. Recorded copies of certificates of license issued to general contractors by the state Board for Licensing General Contractors showing certificate number, name of contractor, names of chairmen and secretary of the state board, date certificate issued, date recorded, and signature of the clerk.	Retain 5 years after all licenses in the book have expired.	Keep for audit purposes.
J-4. Demolition Orders. Documentation for municipal-ordered and privately initiated demolitions of substandard and/or hazardous buildings.	Retain 5 years.	Retain for research and litigation purposes.
J-5. Violation Notices. Notices of violations of building codes.	Retain 5 years.	Retain to document municipal actions concerning violations and for reference purposes.

Personnel

Reference Number: MTAS-691
Reviewed Date: 09/15/2017

PERSONNEL RECORDS RETENTION SCHEDULE

Description of Record	Retention Period	Legal Authority/Rationale
K-1. Advertisements Regarding Job Openings, and records of Promotions, Training Programs, and Overtime Work.	Retain 5 years.	28 U.S.C. § 1658; *Jones v. R.R. Donnelley & Sons Co.*, 541 U.S. 369 (2004).
K-2. Age Records.	*Retain 3 years.	Fair Labor Standards Act (29 C.F.R. 516); Age Discrimination in Employment Act (29 C.F.R. 1627.3).
K-3. Americans with Disabilities Act – Employer Records. Request for reasonable accommodations.	*Retain 2 years.	Same employer record retention requirements as the Civil Rights Act of 1964 as Amended; Title VII of the Civil Rights Act (29 C.F.R. 1602.31).
K-4. Applications, Resumes, or Other Replies to Job Advertisements, including Temporary Positions, etc.	Retain 5 years from date record was made or human resources action was taken, whichever is later. NOTE: If the city has adopted a policy of not accepting unsolicited resumes, they do not have to be retained. Otherwise, they should be kept 5 years.	28 U.S.C § 1658; *Jones v. R.R. Donnelley & Sons Co.*, 541 U.S. 369 (2004).
K-5. Bloodborne Pathogens/Infectious Material Standard. Protect employees who may be occupationally exposed to blood or other infectious materials. [1] Written exposure plan. [2] Medical records. [3] Training records. [4] Employee exposure records.	[1] Retention period not specified. Must be available to workers and kept current. [2] *Retain for duration of employment plus 30 years. [3] *Retain 3 years. [4] *Retain 30 years.	[1] Occupational Safety and Health Act (29 C.F.R. 1910.1030) [2] Occupational Safety and Health Act (29 C.F.R. 1910.1020) [3] Occupational Safety and Health Act (29 C.F.R. 1910.1030) [4] Occupational Safety and Health Act (29 C.F.R. 1910.1020)
K-6. Citizenship or Authorization to Work. Immigration and Naturalization Services Form I-9 (employment eligibility verification form) for all employees hired after November 6, 1986.	Retain 3 years from date of hire or year after separation, whichever is later. (Minimum 3 years.)	Immigration Reform and Control Act (8 C.F.R. 274A.2).
K-7. Contracts, Employee. Contracts between city and employee.	Retain until 7 years after termination of employment.	Based on statute of limitations for breach of contract plus 1 year. T.C.A. § 28-3-109.
K-8. Contracts, Personal Service of Independent Contractor. Contracts between the city and independent contractors.	Retain 7 years after termination of contract.	Based on statute of limitations for breach of contract plus 1 year. T.C.A. § 28-3-109.
K-9. Demotion Records (See also transfer,	Retain 5 years.	28 U.S.C. § 1658; *Jones v.*

PERSONNEL RECORDS RETENTION SCHEDULE

Description of Record	Retention Period	Legal Authority/Rationale
layoff, termination).		*R.R. Donnelley & Sons Co.*, 541 U.S.—(2004).
K-10. Discrimination or Enforcement Changes. Personnel records relevant to a charge of discrimination or enforcement against employer, including records relating to charging party and to all other employees holding positions similar or sought after, such as application forms or performance documentation.	*Retain until final disposition of charge of action.	Age Discrimination in Employment Act (29 C.F.R. 1627.3(b) (3)). Title VII of the Civil Rights Act (29 C.F.R. 1602.31). Executive Order 11246.
K-11. Drug Testing Records (Required by Department of Transportation).		
• Breath alcohol test with results of .02 or higher. • Positive controlled substance test. • Documentation of refusal of test. • Calibration documentation. • Evaluation of referrals. • Copy of calendar year summary. • Substance abuse professional reports.	*Retain 5 years.	Omnibus Transportation Employee testing Act of 1991 (49 C.F.R. 40.83, 49 C.F.R. 653.71(b)).
• Records related to administration of drug and alcohol testing.	*Retain 2 years.	
• Follow-up tests and schedules for follow up. • Information on the alcohol and controlled substances testing process.	*Retain as long as individual performs the function plus 2 years.	49 C.F.R. 40.83 .49 C.F.R. 40.83
• Records of inspection and maintenance. • Information on training. • Negative and canceled controlled test results. • Alcohol test results of less than .02 alcohol concentration.	*Retain 1 year.	49 C.F.R. 653.71 (b).
K12. EEOC Information. Records kept by local governments. Any political subdivision with 15 or more employees must keep records and information that are necessary for completion of Report EEO-4 (Local Government Information Reports) regardless of whether or not the political jurisdiction is required to file a report.	*Retain 2 years from the date making the record or personnel action whichever occurs later.	29 C.F.R. 1602.31
K-13. Employee Earnings Records.	*Retain office record for 3 years. After this time, microfilm or archive record and keep for 70 years.	Age Discrimination in Employment Act (29 C.F.R 1627.3); Fair Labor Standards Act (29 C.F.R. 516.5). Retention period of 70 years is due to retirement concerns and is based on approximate lifespan of employee. May destroy earlier if employee and any potential claimants are deceased

PERSONNEL RECORDS RETENTION SCHEDULE

Description of Record	Retention Period	Legal Authority/Rationale
K-14. Employer Information Report. For political jurisdictions with 100 or more employees and other political jurisdictions with 15 or more employees from whom the commission requests as EEO-4 report, a copy of EEO-4 form (Employer Information Report) must be kept.	*Retain a copy of the report as each central office for 3 years.	Title VII of the Civil Rights Act (29 C.F.R. 1602.32).
K-15. Employer Records of leave Under FMLA – Non-Exempt Employees. Employers shall keep records pertaining to their obligations under the act in accordance with the record keeping requirements of the Fair Labor Standards Act (FLSA). Records kept must disclose the following. • Basic payroll identifying employee data (name, address, and occupation), rate or basis of pay and terms of compensation, daily and weekly hours worked per pay period, additions to or deductions from wages, total compensation paid. • Dates FMLA leave is taken. • Hours of the leave if FMLA is taken in increments. • Copies of employee notices of leave furnished to the employer and copies of all general and specific notices given to employees. • Documents describing employee benefits or employer policies and practices regarding the taking of paid and unpaid leave. • Premium payments of employee benefits. • Records of any dispute between employer and an employee regarding the designation of leave as FMLA leave.	*Retain 3 years. No particular order or form of records is required.	Family and Medical Leave Act (29 C.F.R. 825.500)
K-16. Employment Contracts –FLSA. Individual employment contracts (where contracts or agreements are not in writing, a written memorandum summarizing the terms), including collective bargaining agreements, plans and trusts.	Retain for 5 years.	Fair Labor Standards Act (29 C.F.R. 516.5) Equal Pay Act (29 C.F.R. 1620.32 (b)) 28 U.S.C. § 1658.
K-17. Employment Tax Record.	Retain 4 years.	Internal Revenue Code (29 C.F.R. 31.6001-1).
K-18. Family and Medical Leave Act (FMLA) Employer Records of Leave Under FMLA – Exempt Employees. If employees are not subject to FLSA's record-keeping regulations for purposes of minimum wage or overtime compliance, an employer need not keep a	*Retain 3 years. No particular order or form of record is required.	Family and Medical Leave Act (29 C.F.R. 825.500) Family and Medical Leave Act

PERSONNEL RECORDS RETENTION SCHEDULE

Description of Record	Retention Period	Legal Authority/Rationale
record of actual hours worked provided that: • Eligibility for F MLA leave is presumed for any employee who has been employed for 12 months; and • A written record is maintained as to the agreement between the employer and employee regarding reduced or intermittent leave and the employee's normal schedule or average hours.		(29 C.F.R. 825.110) Family and Medical Leave Act (29 C.F.R. 825.206)
K-19. Garnishment Documents. Federal garnishment laws are enforced under the Fair Labor Standards Act. (Refer to "Payroll Records – Additions or Deductions from Wages Paid.")	*Retain 3 years.	Fair Labor Standards Act (29 C.F.R. 516.5) requires 3-year retention. Equal Pay Act (29 C.F.R. 1620.32 (c) requires 2-year retention. Keep to comply with longer period.
K-20. Group Health Insurance Coverage After Certain Qualifying Events. Employers need records showing covered employees and their spouses and dependents: • Have received written notice of continuing group health insurance and COBRA rights; and • Whether the employee and his or her spouse and dependents elected or rejected coverage.	Retain 7 years.	Internal Revenue Code (26 C.F.R. 54.4980B).
K-21. Hiring Records.	Retain 5 years from date records are made or personnel action is taken, whichever is later.	28 U.S.C. § 1658; *Jones v. R.R. Donnelley & Sons Co.*, 541 U.S. 369 (2004).
K-22. Insurance/Retirement Plans. • Benefit plan descriptions. • Records providing the basis for all required plan descriptions and reports necessary to clarify the information, including vouchers, worksheets, receipts, and applicable resolutions.	*Retain during the period that the plan or system is in effect, plus one year after the termination of the plan. *Retain not fewer than 6 years after filing date of documents	Age Discrimination in Employment Act (29 C.F.R. 1627.3 (b) (2)). Employee Retirement Income Security Act (29 C.F.R. 2520.101-1 through 2520.104b-30).
K-23. Layoff Selection.	Retain 5 years from date record made or professional action taken.	28 U.S.C. § 1658; *Jones v. R.R. Donnelley & Sons Co.*, 541 U.S. 369 (2004).
K-24. Material data Safety Sheets (MSDSs). • Employers must have MSDSs on file for each hazardous chemical they use and ensure that copies are readily accessible to employees in their work area.	No specific retention time set by statute. Must be maintained in a current fashion.	Occupational Safety and Health Act (29 C.F.R. 1910.1020 (d) (1) (ii) (B).
• Employer must keep records of chemicals used, where they were used, when they were used and for how long.	*Retain 30 years.	Occupational Safety and health Act (29 C.F.R. 1910.1020 (d) (1) (ii) (B).
K-25. Minimum Wage and Overtime Charges.	*Retain 3 years.	Fair Labor Standards Act (29

PERSONNEL RECORDS RETENTION SCHEDULE

Description of Record	Retention Period	Legal Authority/Rationale
See also the following in this section: • Citizenship or authorization to work. • Americans with Disabilities Act – Employer Record • Insurance/Retirement Plans • Occupational Injuries and Illness. • Payroll – Basis on which wages are paid. • Physical/Medical Exams. Veterans – Military Leave.		C.F.R. 516.6) requires retention for 2 years, but Department of Labor can request documents going back 3 years.
K-26. Occupational Injuries and Illness Records. OSHA Form 300 Log of Work Related Injuries and Illnesses.	*Retain 5 years following the end of the year to which records relate.	Occupational Safety and Health Act (29 C.F.R. 1904.9)
OSHA Form 300A Summary of Work Related Injuries and Illnesses.	*Retain 5 years following the end of the year to which records relate.	Occupational Safety and Health Act (29 C.F.R. 1904.9)
OSHA Form 301 Injury and Illness Incident Report (effective January 1, 2002).	*Retain 5 years.	Occupational Safety and Health Act (29 C.F.R. 1904.9)
K-27. Older Workers Benefit Protection Act – Employer Records. Same employer records retention requirements as the Age Discrimination in Employment Act (ADEA).	*Retain 3 years to comply with statute.	Age Discrimination in Employment Act (29 C.F.R. 1627.3, 29 C.F.R. 1602.30)
Waiver of Age Discrimination in Employment Acts rights.	Retaining as a personal record is recommended.	Keeping waiver forever will assure that record is available to use in defense of an Older Workers Benefit Protection Act waiver of rights discrimination charge.
K-28. Payroll Records – Additions or Deductions from Wages Paid. All records used by the employer in determining additions to or deductions from wages paid.	Retain 5 years.	28 U.S.C. § 1658; *Jones v. R.R Donnelley & Sons Co.*, 541 U.S. 369 (2004).
K-29. Payroll Records – Age Discrimination in Employment Act. Payroll or other records containing each employee's name, address, date of birth, occupation, rate of pay, and compensation earned per week.	Retain 5 years.	28 U.S.C. § 1658; *Jones v. R.R Donnelley & Sons Co.*, 541 U.S. 369 (2004).
K-30. Payroll Records – Basis on Which Wages are Paid. • The basis on which wages are paid must be documented in sufficient detail to permit calculation for each pay period. The records may include payments of wages, wage rates, job evaluation, merit and incentive programs, and seniority systems. • The basic reason for these records is to give the Wage and Hour Division an indication of whether or not sex discrimination exists. • Although there is no specific form	Retain 5 years.	28 U.S.C. § 1658; *Jones v. R.R Donnelley & Sons Co.*, 541 U.S. 369 (2004).

PERSONNEL RECORDS RETENTION SCHEDULE

Description of Record	Retention Period	Legal Authority/Rationale
furnished by the Wage and Hour Division to calculate benefits costs, the data necessary to calculate these costs should be readily available to Wage and Hour audit personnel.		
K-31. Payroll Records for FLSA-Exempt Employees. (Bona fide executive, administrative, and professional employees). • Name of employee (as used for Social Security purposes) and identifying number or symbol, if such is used on payroll records. • Home address, including ZIP code. • Date of birth if under 19 years of age. • Sex and occupation. • Time of day and day of week in which employee's workweek begins, if this varies between employees; otherwise, a single notation for the entire establishment will suffice. • Total wages paid each pay period. • Dates of payment and pay period covered.	Retain 5 years.	28 U.S.C. § 1658; *Jones v. R.R Donnelley & Sons Co.*, 541 U.S. 369 (2004). Records of hours worked are recommended for Department of Labor Wage and Hour Audits.
K-32. Payroll Records – FLSA Non-Exempt Employees. All required for exempt employees plus: • Regular hourly rate of pay for any week when overtime is worked and overtime compensation is due. (May be in the form of vouchers or other payment data.) • Daily hours worked and total hours worked each work week. (Workday may be any consecutive 24-hour period, and work week is any fixed and regularly recurring period of 7 consecutive days.) • Total daily or weekly straight-time earnings or wages due for hours worked during the workday or work week. • Total premium pay for overtime hours. This premium pay for overtime hours excludes the straight-time earnings for overtime hours recorded under the above item. • Total additions to or deductions from wages paid each pay period, including employee purchase orders or wage assignments. Also, in individual employee records, the dates, amount, and nature of the items that make up	Retain 5 years.	28 U.S.C. § 1658; *Jones v. R.R Donnelley & Sons Co.*, 541 U.S. 369 (2004).

PERSONNEL RECORDS RETENTION SCHEDULE

Description of Record	Retention Period	Legal Authority/Rationale
the total additions and deductions.		
K-33. Payroll Records – Title VII Purposes. Rates of pay or other terms of compensation.	Retain 5 years from date record is made or personnel action taken, whichever is later.	28 U.S.C. § 1658; *Jones v. R.R Donnelley & Sons Co.*, 541 U.S. 369 (2004).
K-34. Permit – Required Confined Space. Canceled permit entry forms and training certification.	*Retain 1 year.	Occupational Health and Safety Act (29 C.F.R. 1910.146(e)(6)), (29 C.F.R. 1910.146 (g)(4).
K-35. Personnel Files. File for each employee tracking pay, benefits, performance evaluations, personnel actions, and employee's hiring and termination.	Retain 7 years after termination. NOTE: *Retain medical records for 30 years after termination. *Retain exposure records for at least 30 years.	Based on 5-year statute of limitations for personnel actions plus 2 years. (29 C.F.R. 1910.1020 (d) (1)).
K-36. Personnel Polices. Policies of the office regarding hiring procedures, leave, benefits, personnel rules and regulations, fair and reasonable complaint conference and hearing procedures for employees dismissed, demoted, or suspended, etc. Certain policies are required under T.C.A. §§ 6-54-123, et seq. Additional policies would be optional. The policy may not grant a property right or contract rights to a job to any employee.	Retain 3 years after the policy is superseded. NOTE: A copy of the resolution or ordinance adopting the policy, or its caption, shall be published in a newspaper of general circulation in the municipality before final adoption. A copy of the personnel policy shall be kept in the office of the city recorder or clerk and made available to an employee upon request.	28 U.S.C. § 1658; *Jones v. R.R Donnelley & Sons Co.*, 541 U.S. 369 (2004).
K-37. Physical/Medical Records. Results of physical examinations considered in connection with personnel action.	Retain 5 years.	28 U.S.C. § 1658; *Jones v. R.R Donnelley & Sons Co.*, 541 U.S. 369 (2004).
K-38. Physical/Medical Records Under FMLA. Records and documentation, including an FMLA leave request relating to medical certifications, re-certifications, or medical histories of employees or employee's family members shall be maintained in separate files/records and be treated as confidential medical records, except that: • Supervisors and managers may be informed regarding necessary restrictions and accommodations, not the true nature of the condition. • First aid and safety personnel may be informed (when appropriate) if the employee might require emergency treatment. • Government officials investigating compliance with FMLA shall be provided relevant information.	*Retain 3 years. No particular order or form of records is required.	Family and Medical Leave Act (29 C.F.R. 825.500)
K-39. Physical/Medical Records Under OSHA. Complete and accurate records of all	Retain for duration of employment plus 30 years unless specific	Occupational Safety and Health Act (29 C.F.R. 1910.1020).

PERSONNEL RECORDS RETENTION SCHEDULE

Description of Record	Retention Period	Legal Authority/Rationale
medical examinations required under OSHA law.	OSHA standard provides a different time period.	
K-40. Promotion records or Notices.	Retain 5 years from date record is made or personnel action is taken, whichever is later.	28 U.S.C. § 1658; *Jones v. R.R Donnelley & Sons Co.*, 541 U.S. 369 (2004).
K-41. Seniority or Merit rating Systems.	Retain for the period that the plan or system is in effect plus 5 years.	28 U.S.C. § 1658; *Jones v. R.R Donnelley & Sons Co.*, 541 U.S. 369 (2004).
K-42. Termination Records.	Retain 5 years from the date the record is made or personnel action taken, whichever is longer.	28 U.S.C. § 1658; *Jones v. R.R Donnelley & Sons Co.*, 541 U.S. 369 (2004).
K-43. Time Worked Records. All basic time and earnings cards or sheet and work production sheets of individuals where all or part of the employee's earnings are determined.	Retain 5 years.	28 U.S.C. § 1658; *Jones v. R.R Donnelley & Sons Co.*, 541 U.S. 369 (2004).
K-44. Transfer Records.	Retain 5 years from the date record is made or personnel action taken, whichever is later.	28 U.S.C. § 1658; *Jones v. R.R Donnelley & Sons Co.*, 541 U.S. 369 (2004).
K-45. Travel Authorizations.	Retain 5 years after creation of record.	Keep for audit purposes.
K-46. Veterans, Military Leave. Organizations must grant leaves of absence to perform military obligations. Service limits are set on the amount of time an employee may spend on active duty and still be eligible for reemployment. Employees are reemployed to their former positions or a position of like status and pay with seniority and vacation as if they had not taken military leave.	Retain 7 years.	Uniform Services Employment and reemployment Rights Act (5 C.F.R. 1208). NOTE: Retention period not specified by regulations. The service limit on the time an employee may spend in active duty and still be eligible for reemployment can be up to 5 years.
K-47. W-2s. Annual wage and tax statements.	Retain 7 years.	Keep for audit purposes.
K-48. W-4s. Withholding allowance certificates.	Retain 5 years after superseded or upon separation of employee.	Keep for audit purposes.
K-49. Wage Rate Tables. All tables or schedules (from their last effective date) of the employer that provide rates used to compute straight-time earnings, wages, or salary or overtime compensation.	*Retain 3 years.	Fair Labor Standards Act (29 C.F.R. 516.6) requires 2-year retention, but Department of Labor can request records going back 3 years.

*Indicates a mandatory retention period based on state and federal law.

Planning and Zoning Schedule

Reference Number: MTAS-692
Reviewed Date: 09/15/2017

PLANNING and ZONING RECORDS RETENTION SCHEDULE

Description of Record	Retention Period	Legal Authority/Rationale
L-1. Board of Zoning Appeals Action. Application or documentation for hearing and decision before Board of Zoning Appeals.	Application – 1 year after the application. Disapproval – 1 year after action. Approved Action – permanent record.	Statute of Limitations. Variance runs with land.
L-2. Minutes of Commissions and Boards. Recorded minutes of the planning commission and board of zoning appeals. All recorded actions of planning commission and board of zoning appeals, including records of members present and their voted on matters presented, the nature and results of votes.	Permanent record.	Actions recorded in minutes are effective until superseded or rescinded. Keep for historical purposes.
L-3. Plan and Plat Records. Drawings and blueprints of farms, subdivisions, cemeteries, city lots, and street improvements, showing name of subject, date of drawing, boundaries, scale used, location, name of engineer making survey, name of draftsman, and certificate of registration.	Permanent record.	Could have bearing on land title.
L-4. Reports/Recommendations of the Planning Commission to the Governing Body. All transmittals to governing body with recommendations regarding zoning, annexations, etc.	Permanent record.	Keep for historical purposes.
L-5. Request for Zoning Change. Request for permanent change to zoning map.	Retain for 5 years.	Appeals.
L-6. Studies and Reports of the Planning Commission. All studies and reports, including comprehensive plans, future facilities plans, etc.	Permanent record.	Keep for historical purposes.
L-7. Subdivision Regulations.	Permanent record.	Documents must be retained to provide evidence of their existence and proof of their lawful enactment. Superseded documents have historical and legal value.
L-8. Zoning Map and Ordinance.	Permanent record.	Documents must be retained to provide evidence of their existence and proof of their lawful enactment. Superseded documents have historical and legal value.

Police Records Schedule

Reference Number: MTAS-693
Reviewed Date: 01/31/2020

POLICE RECORDS RETENTION SCHEDULE

Description of Record	Retention Period	Legal Authority/ Rationale
M-1. Accident Reports. Motor vehicle accident reports giving location of the accident, persons	Retain 4 years unless needed longer for local statistical analysis.	Record may be used in

POLICE RECORDS RETENTION SCHEDULE

Description of Record	Retention Period	Legal Authority/ Rationale
and vehicles involved, time of accident, injuries, witnesses, diagram of accident, and condition of persons involved.		litigation. Retention period bases on statute of limitations for actions for injury to personal property plus 1 year. T.C.A. § 28-3-105.
M-2. Armory Records. Records regarding acquisitions, requisitions, check-ins, etc.	Retain for 10 years.	Keep in case of potential liability.
M-3. Arrest Records. Includes offense and incident reports and indexes citation in lieu of arrest form. Information includes name, alias, address, date and time of offense, date of birth, age, place of birth, description, place of arrest, charge, disposition at time of arrest, warrant number, name of court, accomplices, vehicle information, arresting officer, remarks, signature of arresting officer.	Retain 100 years. If subject is found "not guilty", then original arrest records should be retained until the records are transferred to an acceptable storage medium such as microfilm. If subject is convicted, retain original until exhaustion of all appeals or termination of probation or sentence; further, the originals are not to be destroyed thereafter until transferred to an acceptable space-saving medium for storage or the retention period has elapsed. Arrest index card should remain active until the death of the subject, which can be presumed 100 years after the event. Consider donating to the archive.	Retaining originals is necessary for continuing investigation purposes. Retaining record in space-saving storage medium is based on life if individual.
M-4. Case Files. Copies of all pertinent records for whatever nature relevant to a particular case under or pending investigation, accumulated in a single file by the investigator or the agency to facilitate the investigation or prosecution of offenders. May include copies of incident reports; supplementary report; missing persons/runaway report; arrest report if part of criminal case file; copies of citation-in-lieu of arrest; property receipt; vehicle tow slip; statement form; blood alcohol test and accident report; other relevant reports; and relevant photos or drawings.	Retain originals until 1 year after statute of limitations has run. After statute of limitations has run, retain in an acceptable space-saving medium 100 years except for Missing Persons/Runaway records; which are not to be destroyed if needed by juvenile authorities, and destruction should not violate National Crime Information Center (NCIC) requirements. (NCIC requirements may vary based on specific contract provisions.) Consider donating to archive.	Retaining originals is necessary for continuing investigation purposes. Retaining record in space-saving storage medium is based on life of individual.
M-5. Fingerprint Records.	Death of subject or reasonable presumption of death, i.e., 100 years. NOTE: See T.C.A. § 37-1-155 for detailed information regarding treatment of fingerprint records of juveniles.	Retention period based on life of subject.
M-6. Identification Files. Records kept for identification purposes, including fingerprints, photographs, measurements, descriptions, outline pictures, and other available information.	Death of subject or reasonable presumption of death, i.e., 100 years.	Retention period based on life of subject.
M-7. In Patrol Dash Camera Video.	Retain as long as needed for administrative purposes when the video captures no criminal	

POLICE RECORDS RETENTION SCHEDULE

Description of Record	Retention Period	Legal Authority/ Rationale
	activity, arrest, conduct related to criminal activity, acts that could create civil liability for the law enforcement agency or conduct that could result in an internal affairs investigation. When a video captures criminal activity or acts that create potential civil liability for the law enforcement agency, the video should be maintained until the statute of limitations runs on the criminal activity or the civil liability (one year for civil rights claims or three years for property damage claims). See Tennessee Code Annotated Title 39 for classifications of criminal offenses and T.C.A. §§ 40-2-101 and 40-2-102 for applicable statute of limitations for the offenses. When the video captures conduct that could result in an internal affairs investigation, the video should be maintained until the investigation is concluded. When the video captures an arrest, the video should be maintained until the final adjudication of the case, through the appeals process.	
M-8. Incident Reports (Offense or Complaint Reports). Show name and address of person reporting offense, file and case number, place of occurrence, investigating officer, time, date, how report was made, and officer assigned to the case. May include dispatcher cards regarding calls. This includes Tennessee Basic Law Enforcement Records System (TBLERS) Complaint, Offense, Supplementary, Missing Person, Runaway Reports (individual and collective).	Retain felonies for 16 years. Retain capital offenses permanently. If record is unrelated to a felony or other case under investigation, retain original 5 years if stored in an acceptable space-saving storage medium. If record is related to a felony or other case under investigation, retain 100 years except for Missing Person/Runaway Records, which are not to be destroyed if needed by juvenile authorities, and destruction should not violate National Crime Information Center (NCIC) requirements. (NCIC requirements may vary based on specific contract provisions.)	Retention period based on statute of limitations of incident.
M-9. Internal Investigation Records. Records of investigations resulting from a complaint against an employee of the police department. Includes notification of complaint, investigation files, any associated medical files, and any written decisions, orders, or disciplinary actions. Maintain security and confidentiality of files.	Retain for term of employment of officer or 10 years, whichever is longer.	Record retains significance in personnel decisions, promotion, dismissal, etc., and for defense of litigation.
M-10. Missing Persons/Runaway Records.	Retain 100 years but not to be destroyed if needed by juvenile authorities or to comply with National Crime Information Center (NCIC) requirements. Moving information to an acceptable space-saving storage medium is recommended.	Retention is necessary for continuing investigation purposes and is based on life of individual.
M-11. Mittimuses (Committal Records). Commitments to jail, showing name of person committed, offense charged, name of prosecutor, amount of bail, date, and signature of judicial officer.	Retain 10 years.	Record may be used as back-up documentation for board bill

POLICE RECORDS RETENTION SCHEDULE

Description of Record	Retention Period	Legal Authority/ Rationale
		and cost summaries.
M-12. Parking Tickets.	Retain 3 years.	Statistical data.
M-13. Processes Served, Record of. Record of warrants, capiases, summonses, and other papers served.	Retain 3 years after last entry.	Keep for nonfinancial audit purposes.
M-14. Radio Logs. A record of radio calls giving time called, car or station calling, car or station called, car location, nature of call, and acknowledgement.	Retain 3 years, unless legal action is pending.	Retention period based on likely time of complaint or legal action.
M-15. Traffic Citations, Copies. (Originals are kept by court. See page 36 on court records.)	Retain 3 years.	Statistical data.
M-16. Training Records. Records of participation in training programs, sign-in sheets, lesson plans, videotapes, certifications, etc.	Retain for career of officer plus 10 years where information is kept in personnel file.	Records useful to make employment and promotion decisions and for continuing education program. Also, vital record in defending lawsuits against department alleging improper actions of employees.

Property Tax Records

Reference Number: MTAS-695
Reviewed Date: 09/15/2017

PROPERTY TAX RECORDS RETENTION SCHEDULE

Description of Record	Retention Period	Legal Authority/Rationale
N-1. Aerial Photographs. Aerial photographs of flyovers. Negatives may be available at the State Department of Transportation' photographic lab.	Permanent record.	Keep for operational purposes through correction period and greenbelt recertification to cover appeal period. This record series has high historical and archival value and should be preserved for those reasons.
N-2. Appeals and Reports to the State Board of Equalization and Court Appeals. These records consist of notice of hearing, name of property owner, appeal from county board of equalization,	Retain until final determination of issue.	Keep to make certain the ruling is properly applied and that all parties understand the final determination of the issue.

PROPERTY TAX RECORDS RETENTION SCHEDULE

Description of Record	Retention Period	Legal Authority/Rationale
assessment, address, and time and place of hearing. Also included in this group of documents are documents involving appeal to the courts. Consider getting copies from the assessor's office.		
N-3. Assessment Exemptions, Applications for. Copies of applications showing property owner's name, address, ward or district, date acquired, lot size or acreage, value, how property used, other purposes to be used for, signature of applicant, and notarization. Consider getting copies from the assessor's office.	Retain 2 years.	Keep to identify exempt property owners.
N-4. Board of Equalization, Certification of Assessment, Copies of. Certificate required by T.C.A. § 67-5-1410 wherein members of board of equalization certify that all appeals of assessments and classifications of property have been examined and changes made that are proper, just, and equitable and are prescribed by law. Consider getting copies from the assessor's office.	Retain 2 years.	Keep for audit purposes.
N-5. Certificates of Public Utilities Tax Valuations by Office of State Assessments, Copies of. Tax roll listing total assessment of public utilities in the city by the Office of State Assessed Properties.	Retain annual assessment 1 year then destroy. State office maintains the record.	This record is like a tax roll for public utilities that are assessed by the state.
N-6. Delinquent Real Estate Tax Reports. Annual reports to the county trustee by the collector of city taxes of all delinquent taxpayers.	Retain 15 years after date of creation.	Keep for audit purposes. Report is required by T.C.A. § 67-5-1903 (a). Collection is barred after 10 years past due date. T.C.A. § 67-5-1806.
N-7 Delinquent Tax Receipt Books. Receipts issued for payment of delinquent realty and personal taxes, showing receipt number, date issued, name of taxpayer, amount, year of assessment, etc. Does not have to be kept in book. The book or receipt is obsolete if computerized and in compliance with electronic data processing (EDP) standards.	Retain 15 years after issuance of last receipt in book or 15 years after creation of receipt if not in book or information is stored electronically.	Keep for audit purposes. Collection is barred after 10 years past due date. T.C.A. § 67-5-1806.
N-8. General (Miscellaneous) Receipt Ledgers. Record of funds received on general accounts, including such payments as state and city taxes, interest, fees, and penalties on delinquent taxes, showing date of payment, name of payor, amount, fund credited, and balance. The information is included in the journal package of most software in computerized cities. If stored electronically in compliance with electronic data processing (EDP) standards, paper copy is not necessary.	Retain 15 years after last entry. If stored electronically, retain 15 years after date of creation of record.	Keep for audit purposes. Collection is barred 10 years past due date. T.C.A. § 67-5-1806.
N-9. Land Sold for Taxes, Record of. Record of court land sales, showing name of the court, style of case, location and description of property, by what process land was sold, and date of sale.	Permanent record.	Record affects land title.
N-10. Liens, Tax. Record of tax lien notices filed against property owners, including violators of the internal revenue law, showing name and address of property owner date of filing, amount of assessment and penalty, and discharge notice date.	Permanent record.	Impractical to ascertain expiration of lien to know when record could be destroyed.

PROPERTY TAX RECORDS RETENTION SCHEDULE

Description of Record	Retention Period	Legal Authority/Rationale
N-11. Personal Property, Audit Records. Supporting information and documentation for audit. Consider getting copies from the assessor's office.	Retain 2 years.	Retain in case of forced assessments. Destroy after use.
N-12. Property Tax Relief Application and Reports. Record of property tax deferrals for elderly low-income homeowners, disabled homeowners, and disabled veterans.	Retain until audited and updated version received.	Working paper as defined in T.C.A. § 10-7-301—(14). Tenn. Admin. Rules 0600-03.-10(1)(c).
N-13. Tax/Assessment Rolls. Record of all assessments on real and personal property., showing name of taxpayer, civil district or ward, location and description of property, assessed valuation, date of assessments, acreage of farm land, and number of town lots.	Retain 4 years.	Retention based on time period for corrections and rollback issues. This record is stored for a longer term with the trustee.
N-14. Tax Bills.	Retain 1 year.	Working papers.
N-15. Tax Cases Sent to Clerk and Master, Record of. Record of delinquent land tax cases filed in chancery court (sometimes circuit court) showing property owner's name, district or ward, property boundaries, acres, valuation, total tax due, and remarks.	Retain 15 years.	General statute of limitations on property tax actions is 10 years from April 1 of year taxesfollowing year became delinquent. T.C.A. § 67-5-1806. Additional time is given for cases that may be delayed due to bankruptcy.
N-16. Tax maps (Ownership Maps and Index, Rural and Urban). These maps reflect the status of real property as of January 1 of each year.	Consider keeping as working papers. Retain only current and one previous generation of ownership maps and indexes. Older generations of photographs may be removed from office but if removed should be transferred to archive or library.	As working papers, no mandatory retention required. Useful in office for tracking property changes and as evidence in challenges to tax sales. This record series has a high historical and archival value and should be preserved for those reasons, although it is not necessary to maintain the older records that are in assessor's office.

Purchasing Records

Reference Number: MTAS-696
Reviewed Date: 09/15/2017

PURCHASING RECORDS RETENTION SCHEDULE

Description of record	Retention Period	Legal Authority/ Rationale
O-1. Bids. Records showing bidder's name, complete description of item(s), delivery date, amount of bid, and any correspondence with the bidder. Includes any advertisements. Includes unsuccessful bids.	Retain 7 years after contract expires.	Based on statute of limitations for legal action based on breach of contract plus 1 year. T.C.A. § 28-3-109.
O-2. Contracts. Contracts between the city and other contractors.	Retain 7 years after termination of contract.	Based on statute of limitations for actions for breach of contract. T.C.A § 28-3-109.
O-3. Minutes of Bid Openings. Record of bid openings showing item, vendor, bid price, and whether bid was successful.	Retain 1 year after award.	Necessary in case of challenge to bid award.
O-4. Purchase Orders.	Retain 5 years after creation of the record.	Keep for audit purposes.
O-5. Requisitions and Requisitions for Purchase. Records for requests for supplies and equipment in cities with centralized purchasing departments or offices.	Retain 5 years after creation of the record.	Keep for audit purposes.
O-6. Street Contracts and Bonds. Contracts entered into between city and street contractors for the construction and upkeep of roads. May include bonds of contractors guaranteeing compliance with terms of contracts, showing names of principals and sureties, description, specifications, amount of consideration, dates of bonds, and signatures of principals and sureties, showing name of contractor, date, building specifications, and amount of consideration.	Retain contracts until expiration of guarantees. If no guarantees are involved, destroy 7 years after completion of the contract. Retain bonds 7 years after release, replacement, or expiration.	Based on statute of limitations for breach of contract actions plus 1 year. T.C.A. § 28-3-109.

Recreation and Parks

Reference Number: MTAS-699
Reviewed Date: 09/15/2017

RECREATION and PARKS RECORDS RETENTION SCHEDULE

Description of Record	Retention Period	Legal Authority/Rationale
P-1. Liability Releases. Forms signed by participants in recreation activities absolving municipality of liability.	Retain 2 years. (If subject of lawsuit, keep until final determination.)	Based upon statute of limitations for tort actions plus 1 year.
P-2. Rosters of Activity Participants. Lists of persons participating in recreation activities.	Retain 2 years. (If subject of lawsuit, keep until final determination.)	Based upon statute of limitations for tort actions plus 1 year.
P-3. Safety Inspections of Playgrounds and Equipment. Records of inspections and maintenance or repairs to grounds and equipment.	Retain 5 years. (If subject of lawsuit, keep until final determination.)	Possible significance in tort actions based upon defective structure.
P-4. Swimming Pool Records. Records relative to swimming pool use, including users, safety measures, and chemicals.	Retain 2 years. (If subject of lawsuit, keep until final determination.)	Based upon statute of limitations for tort actions plus 1 year.

School Records

Reference Number: MTAS-700
Reviewed Date: 09/15/2017

SCHOOL RECORDS RETENTION SCHEDULE

Description of Record	Retention Period	Legal Authority/ Rationale
Q-1. Accountability for 200 Days. Record details use of 200 days and in-service training.	Retain 5 years.	Audit standard authorized by Tennessee Department of Education Administration Rule 0520-1-2-.13. T.C.A. § 49-6-3004.
Q-2. Annual Report of Professional Personnel. Report made to the Tennessee Department of Education listing alphabetically all teachers and other professional personnel in the school system. This report shows for each professional the name of the school assigned, grades taught, whether full time or part time, and the number of months paid. The report also shows the number of principals, the number of teachers or other professionals in the school, kinds of certificates or permits, expiration date, and data on training, experience, salary, and such other information as required by the Tennessee Department of Education.	Retain 10 years before eligible for destruction. NOTE: This record may be useful as a back-up to payroll records for determining retirement status. Consider keeping this record 40 years if there is any question of availability or accuracy of payroll records.	Audit standard authorization by Tennessee Department of Education Administration Rule 0520-1-2-.13. (No retention schedule in rule.)
Q-3. Attendance Agreements of Out-of-District and Out-of-State Students. Agreements from the superintendent of education regarding students attending schools out of the district or state in which student resides.	Retain 5 years.	Audit standard authorized by Tennessee Department of Education Administration rule 0520-1-2-.13.
Q-4. Audits of Internal School Activity Funds. Audit report of activity funds handled by individual schools.	Permanent record.	T.C.A. § 6-56-105.

SCHOOL RECORDS RETENTION SCHEDULE

Description of Record	Retention Period	Legal Authority/ Rationale
Q-5. Audits of Local School Systems. Audits of funds administered by superintendent of education showing date of audit, balances under previous audits, receipts and disbursements, balances carried forward, and total figures.	Permanent record.	T.C.A. § 6-56-104.
Q-6. Budget, Annual Operating. Annual approved budget document conforming to standards of the Tennessee Department of Education. Document shows anticipated revenues from all sources and estimated expenditures for the fiscal year.	Retain 5 years.	Audit standard authorization by Tennessee Department of Education Administration Rule 0520-1-2-.13.
Q-7. Building Plans. Blueprints and specifications for buildings in the city school system.	Retain for life of building (plus additional time if litigation could arise from a building's early demise). Consider donating to archive.	Necessary for maintenance and operation of physical plant.
Q-8. Bus Operator's Bonds (Blanket Bonds). Yearly bonds, executed by school bus drivers acting as independent contractors, to insure faithful performance of the driver as specified in contract with the city school system.	Retain 3 years after release, replacement, or expiration of the bond, or 3 years after termination of the contract.	Keep for reasonable period of time for claims to be made against bond.
Q-9. Career Ladder – Certification Recommendation Form. Record advances of licensed personnel through credentialing system.	Permanent record. Must be photographically recorded in procedure approved pursuant to T.C.A. § 10-7-501. Keep originals for 1 year, then either return originals to educator if requested, or destroy them.	Tennessee Department of Education Administration Rule 0520-2-2-.07.
Q-10. Career Ladder – Local Evaluation Report Form for Probationary, Apprentice and Career Level I Teachers. Report results of local evaluation of teachers.	*Permanent record. Must be photographically recorded in a procedure approved pursuant to T.C.A. § 10-7-501. Keep originals for 1 year after certification decision including appeals, then return originals to educator, if requested, or destroy them.	Tennessee Department of Education Administration Rule 0520-2-2-.07.
Q-11. Census Records. Census of all school-age children in the city, showing name, age, and address of child; district number, names of parents, grade in school, and name of school attended. This record is no longer required.	Permanent record.	Audit standard authorized by Tennessee Department of Education Administration Rule 0520-1-2-.13.
Q-12. Certificates and Certificated Personnel. Permanent certificates issued to employed teachers and other certificated personnel by the Tennessee Department of Education.	Retain until employment of the person is terminated; then return to the person or to the next of kin if the person is deceased.	Necessary record for length of employment.
Q-13. Contracts, Construction. Contracts between the school system and contractors for construction work,	Retain 7 years or until expiration of guarantees. If no guarantees are	Based on statute of limitations for

SCHOOL RECORDS RETENTION SCHEDULE

Description of Record	Retention Period	Legal Authority/ Rationale
showing name of contractor, date, building specifications and amount of consideration.	involved, retain 7 years after completion of contract.	actions for breach of contract plus 1 year. T.C.A. § 28-3-109.
Q-14. Contracts, Employee. Contracts between board of education and all employees.	Retain until 7 years after termination of employment.	Based on statute of limitations for actions for breach of contract plus 1 year. T.C.A. § 28-3-109.
Q-15. Contracts, Personal Service of Independent Contractor. Contracts between the board of education and operators of school buses and other independent contractors.	Retain 7 years after termination of contract.	Based on statute of limitations for actions for breach of contract plus 1 year. T.C.A. § 28-3-109.
Q-16. Cumulative Pupil Record. Record of each pupil in the school system, showing the pupil's name , address, parents' names and occupations, complete school record, achievement test results, health record, school activities and counselors' notes, and other information deemed appropriate by the Tennessee Department of Education.	Permanent record.	Historical document. Proof of education. Keep permanently to comply with procedures established by the Tenn. Dept. of Education Office of Accountability.
Q-17. Deeds. Original deeds to school property, showing date, description, and location of property, consideration, and signature of grantor.	Permanent record.	Establishes property rights.
Q-18. Eighth Grade Graduates Report. Duplicates of reports to the Tennessee Department of Education of those eligible to receive diplomas, showing year of graduation, name of school, name of student, and date of report. This record is no longer required.	Permanent record.	Historical document. Proof of education.
Q-19. Federal Title Projects Records. Record of federal "title" projects of all types, including funds received and disbursed.	Current year records plus the previous 3 years of records must be maintained. Other records to facilitate an effective audit, whether in process or not, must be maintained. (An example of this is International Association of Sound and Audiovisual Archives (IASA), Title I projects, which are written for 5 years. Toward the end of the 5 – year cycle, records should not be destroyed so that an effective audit can be conducted.)	Audit standard authorized by Tennessee Department of Education Administration Rule 0520-1-2-.13.
Q-20. Final BEP Accountability Summary. Report showing how the local school district has spent improvement funds received from the state through the Basic Education Program (BEP).	Retain 5 years.	Audit standard authorized by Tennessee Department of Education Administration Rule

SCHOOL RECORDS RETENTION SCHEDULE

Description of Record	Retention Period	Legal Authority/ Rationale
		0520-1-2-.13.
Q-21. Financial Report, Annual Public School. An annual report of the school system's financial condition made to the Tennessee Commissioner of Education.	Retain 10 years. NOTE: These reports can be important for research purposes and performing statistical analysis of the school system. May want to keep for 25 years for those purposes.	Audit standard authorized by Tennessee Department of Education Administration Rule 0520-1-2-.13.
Q-22. Fire Safety Inspection and Similar Reports. Duplicates of reports made by the Tennessee Department of Insurance, Division of Fire Protection, showing date, name of inspector, name and location of school, condition, etc.	Retain until new inspection report is received.	Important for liability purposes to keep a record of the most recent inspection.
Q-23. Fixed Assets. Comprehensive inventory of all school assets.	Retain 5 years.	Audit standard authorized by Tennessee Department of Education Administration Role 0520-1-2-.13.
Q-24. General Ledger Accounts. Record of all receipts and disbursements for the department, showing date of entry, amount, source of receipt or purpose of payment, amount of debit or credit, and name of account credited or charged. (Also see F-15 and F-21.)	Permanent record.	Audit standard authorized by Tennessee Department of Education Administration Rule 0520-1-2-.13. Permanent retention is recommended by comptroller in the Internal Control and Compliance Manual for Tennessee Municipalities.
Q-25. High School Diploma Certification and Roster of Graduates. List of graduating seniors and preparation of diplomas.	Permanent record.	Important historical value and useful proof of graduation.
Q-26. Home School Registration Form. Application for conducting a home school as described in T.C.A. § 49-6-3050(b). Approved home schools must also provide test results for students at grades 2, 5, 7, and 9. Request for waivers should be included in records as appropriate.	Retain 5 years after student graduates or drops.	Keep for audit purposes.
Q-27. Immunization Records. Described in T.C.A. § 49-6-5002. Original record of immunizations must remain with each pupil's active cumulative folder. Original accompanies pupil's cumulative folder when transferring to another school. A copy of the immunization record should be kept with the pupil's inactive cumulative record.	Retain 100 years after student graduates or drops.	Important health record for establishing proof of immunization.
Q-28. Insurance Policies. Policies of all types insuring	Retain 7 years after expiration or	Based on statute of

SCHOOL RECORDS RETENTION SCHEDULE

Description of Record	Retention Period	Legal Authority/ Rationale
the school system against various risks of loss.	replacement by a new policy; then destroy if all claims on the policy have been settled.	limitations for breach of contract actions plus 1 year. T.C.A. § 28-3-109.
Q-29. Invoices (Also Purchase Orders, Requisitions, etc.). Original invoices, purchase orders, and requisitions used in purchasing goods for the school system.	Retain 5 years.	Audit standard authorized by Tennessee Department of Education Administration Rule 0520-1-2-.13.
Q-30. Legal Opinions and Court Decisions. Records, including correspondence, stating or referring court decisions or legal opinions dealing with or affecting the school system.	Retain 20 years or until record no longer relevant, whichever is later.	Court opinions can have continuing impact on operations.
Q-31 Membership/Attendance Reports. Described in T.C.A. § 49-6-3007. [1] Superintendent's Membership /Attendance Report (S MAR) – District-wide report of membership and attendance in academic, vocational, special education, and adult education for each 20-day reporting period of the school year. [2] Superintendent's Annual Membership/Attendance report (SAMAR) – District-wide year-end cumulative report of membership and attendance in academic, vocational, special education, and adult education. [3] School-level Monthly Attendance Report – Report of membership and attendance in academic, vocational, special education, and adult education at the school-level. [4] Transportation Report Generated by the Membership/ Attendance Information System--School-level report generated by the automated membership/attendance information system that provides statistical data on students transported. [5] Attendance records (teachers' attendance records, sign-in/out rosters, absentee lists) –records of original entry that document student attendance on a daily basis. [6] Average Daily Membership Special Education Options by Primary and Secondary Report—Report generated by the D&A Census Program showing average daily membership of students receiving special education services for each 20-day reporting period of the school year. [7] File dump from the Membership/Attendance Information System—An electronic file dump from the membership/attendance information system data file, including demographic and event data for each student.	[1] *Retain 5 years. [2] *Retain 5 years. [3] *Retain 5 years. [4] *Retain 5 years. [5] *Retain 5 years [6] *Retain 5 years [7] *Permanent record	Procedures established by Tennessee Department of Education Administration, Office of Accountability.
Q-32. Minutes, Board of Education. Record of regular and called meetings of the board of education, showing place of meeting, date, members present, record of proceedings and action taken, date of final approval and	Permanent record.	Actions recorded in minutes are effective until superseded or

SCHOOL RECORDS RETENTION SCHEDULE

Description of Record	Retention Period	Legal Authority/ Rationale
signature of chairman and secretary.		rescinded. Keep for historical purposes.
Q-33. Monthly Trustee's Report. Monthly record of funds collected, showing amounts distributed to the city school system and to any special school district in the county.	Retain 5 years.	Audit standard authorized by Tennessee Department of Education Administration Rule 0520-1-2-.13.
Q-34. Petitions. Petitions submitted to the superintendent or the board of education requesting the superintendent or the board to take certain actions.	If attached to minutes, retain until acted upon by the board of education. Otherwise, retain 3 years from the submittal date.	Keep for reasonable time in case there are inquiries regarding the petition.
Q-35. Preliminary Report-Grades PK-12 School Report. Report made to Tennessee Department of Education showing school's name, the number of full-time and part-time teachers, the number of boys and girls in each grade for each school, and such other information as the state requires for school approval decisions.	Retain 3 years.	Audit standard authorized by Tennessee Department of Education Administration Rule 0520-1-2-.13.
Q-36. Preliminary Staff Report. Report prepared by each teacher in the local school district and sent to the Tenn. Dept. of Education. The report shows the teacher's classroom assignments period by period.	Retain 3 years.	Keep for reasonable review period.
Q-37. Report of School System/School Compliance. Local school district report to the Tennessee Department of Education certifying that the district/school is in compliance with the laws, rules, regulations and minimum standards governing K-12 education.	Retain 5 years.	Audit standard authorized by Tennessee Department of Education Administration Rule 0520-1-2-.13.
Q-38. Requisitions for Equivalency High School Diplomas. Record of students passing GED examination and earning equivalent diplomas.	Permanent record.	Historical document. Proof of education.
Q-39. School Food Service Reports. Described in T.C.A. § 49-6-2303. Record of all pertinent information required by the Tennessee Department of Education dealing with school food service.	Retain all items except payroll records for the current year plus 3 previous years unless there is an active audit or investigation, in which case, the records must be retained until the audit or investigation is completed.	Audit standard is authorized by the Tennessee Department of Education Administration Rule 0520-1-2-.13.
Q-40. School Registers. Obsolete record. A daily record showing name, grade, age, and address of each pupil, name of parent(s) or guardian(s), school attended, and record of attendance. School records may be computerized or on paper.	Permanent record. This record is no longer created, but old copies should be kept permanently.	Keep for historical purposes.
Q-41. Special Education Census. Detailed account of all students with disabilities with option(s) of service. Required by T.C.A. § 49-10-302 (c) (2) and Tennessee Department of Education Administration Rule	Permanent record.	Keep in case of litigation regarding services rendered to or withheld from

SCHOOL RECORDS RETENTION SCHEDULE

Description of Record	Retention Period	Legal Authority/ Rationale
0520-1-9-.03 (4). This record is the basis for state and federal funding.		student.
Q-42. Special Education – Certification of Services and Listing of Inappropriately Served and of Suspended Students with Disabilities. Court requires report of number of students with disabilities in special category.	Permanent record..	Keep in compliance with court order.
Q-43. Special Education Record. A cumulative record that contains all specific information relating to the referral process, assessment, placement, and option of service for each special education child. Required by T.C.A. § 49-10-302 (c) (2) and Tennessee Department of Education Administration Rule 0520-1-9.	Permanent record.	Keep in case of litigation regarding services rendered to or withheld from student.
Q-44. Statistical Report, Annual. Report submitted to the Tennessee Department of Education by the superintendent showing for each school system the grades in the schools, total enrollment, number of students previously enrolled elsewhere, net enrollment (boys and girls), total number of days present, number of days in the school session, average daily attendance, and other statistical information.	Retain 3 years.	Keep as supporting documentation for the annual report by the commissioner of education, which is required by T.C.A. § 49-1-211.
Q-45. Superintendent's Report of Suspensions and Expulsions. End-of-year report containing statistical data on suspensions and expulsion as required by the Tennessee Department of Education.	Retain 3 years.	Keep as supporting documentation for annual report by the commissioner of education, which is required by T.C.A. § 49-1-211(a)(8)(a).
Q-46. System-Wide Personnel Compliance Sheet. Report shows the system-wide personnel by name and teacher number for positions for which there is a state employment standard.	Retain 3 years.	Keep as supporting documentation for annual report required by T.C.A. § 49-1-302 (a) (5) (A) (I).
Q-47. Textbook Reports. [1] Certification of Adoption by Local Board of Education – Official list of adopted textbooks required by T.C.A. § 49-6-2207. [2] Certification of Compliance-Assurance that local system has furnished required textbooks to students, signed by the superintendent. [3] Plan for Estimating School System Expenditures for Library and Instructional Material and Supplies and School Health Services – Report details estimated expenditures for funds allocated for the items noted above.	Retain 7 years after termination date of contract.	T.C.A. § 28-3-109 (a) (3).
Q-48. Transportation Report, Annual Pupil. Report to the Tennessee Department of Education giving information on the age, size, condition, etc. of school buses; average daily transported; and miles traveled.	*Retain 5 years.	Procedure set by Tennessee Department of Education Administration,

SCHOOL RECORDS RETENTION SCHEDULE

Description of Record	Retention Period	Legal Authority/ Rationale
		Office of Accountability, requires that the report be kept for 5 years.
Q-49. Vocational Education Final Expenditure Report. Reports final expenditures for federal reporting and any carryover funds to be allocated.	Retain 3 years.	Audit standard authorized by the Tennessee Department of Education Administration Rule 0520-1-2-.13.
Q-50. Vocational Education – Mgt. Info. Svs. (MIS) Enrollment Form. Record provides statistical data on students and class enrollment necessary for funding purposes.	Retain 3 years.	Audit standard authorized by the Tennessee Department of Education Administration Rule 0520-1-2-.13.
Q-51. Vocational-Technical Education (Adult) Statistical Report. Report class titles, student demographic information, total hours, and funding sources for adult vocational education classes provided by local school districts.	Retain 3 years.	Audit standard authorized by the Tennessee Department of Education Administration Rule 0520-1-2-.13.

*Indicates a mandatory retention period based on state and federal law.

Solid Waste Records

Reference Number: MTAS-701
Reviewed Date: 09/15/2017

SOLID WASTE RECORDS RETENTION SCHEDULE

Description of Record	Retention Period	Legal Authority/ Rationale
R-1. Amount of Solid Waste (in Tons) Received at Municipal Solid Waste Facilities, Record of. Required by T.C.A. § 68-211-871 (e). Records for the current month shall be maintained at the facility and open for inspection by the Tennessee Department of Environment and Conservation. All other records shall be maintained at suitable office space to protect them from damage or loss.	Retain 3 years.	Tenn. Admin. Rule 1200-1-7-.08 (3) Mandatory only if city operates a landfill.
R-2. Annual Report of Materials Collected at Recycling Center by Operator. Copy of annual report of recovered materials processed at the facility, listed by type of material, sent to the Department of Environment and Conservation. Report is required by T.C.A. § 68-211-871.	Retain 10 years.	Retention period based on planning cycle of 10-year regional plan. Mandatory only if city operates a landfill.
R-3. Approved Permit Applications for Solid Waste Disposal Facilities. Records of all data and supplemental information used to	*Retain throughout the	Tenn. Admin. Rules 1200-1-7-.02 (a) (2)

SOLID WASTE RECORDS RETENTION SCHEDULE

Description of Record	Retention Period	Legal Authority/ Rationale
complete permit applications. Includes copy of the permit and the approved Part I and Part II application. Maintain at the facility or another location with the approval of the department.	active life of the facility and through the post-closure care period.	4. and 1200-1-7-.02 (4) (a) 7. Keep to show compliance with regulations in order to defend against Superfund liability. Mandatory only if city operates a landfill.
R-4. Closure/Post-Closure Landfill Plan. Plan identifying the steps necessary to completely or partially close the facility at any point during its intended operating life and to completely close the facility at the end of its intended operating life, identifying the activities that will be carried on after closure and the frequency of these activities.	*Retain up-to-date plan throughout the active life of the facility and through the post-closure care period.	Tenn. Admin. Rule 1200-1-7-.03 (2) (b) 2. (iii). Keep to show compliance with regulations in order to defend against Superfund liability. Mandatory only if city operates a landfill.
R-5. Gas Migration Control Standard. Records of monitoring to ensure compliance with gas migration control standards. Monitoring must occur at least quarterly and must conform to standards for Monitoring Records listed in R-7.	*Retain throughout the active life of the facility and through the post-closure care period.	Tenn. Admin. Rule 1200-1-7-.04(5) (a) 4. Keep to show compliance with regulations in order to defend against Superfund liability. Mandatory only if city operates a landfill.
R-6. Groundwater Sampling Records. Records of all groundwater sampling activities conducted, sample analysis results, and associated groundwater surface elevation. Keep at the facility or another approved location.	*Retain throughout the active life of the facility and through the post-closure care period.	Tenn. Admin. Rule 1200-1-7-.04 (7) (a) 4. (vii). Keep to show compliance with regulations in order to defend against Superfund liability. Mandatory only if city operates a landfill.
R-7 Monitoring Records. Records of facility monitoring, including date, place, and time of sampling or measurements; individual performing the measurement; date of analysis; individual performing the analysis; analytical techniques used; and the results of the analysis.	*Retain throughout the active life of the facility and through the post-closure care period.	Tenn. Admin. Rule 1200-1-7-,02(4)(a)9. Keep to show compliance with regulations in order to defend against Superfund liability. Mandatory only if city operates a landfill.
R-8. Permit-By-Rule Authorizations and Records. Copy of authorization from Dept. of Environment and Conservation to operate as a	Retain throughout active life of the	Tenn. Admin. Rule 1200-1-7-,02(1)(c)1.

SOLID WASTE RECORDS RETENTION SCHEDULE

Description of Record	Retention Period	Legal Authority/ Rationale
permit-by-rule facility and additional related records required by the department.	facility and through the post-closure care period.	Keep to show compliance with regulations in order to defend against Superfund liability. Mandatory only if city operates a landfill.
R-9. Special Waste Approvals and Records. Copies of approvals from the Dept. of Environment and Conservation authorizing a facility to accept special wastes and records of receipt and management of certain special wastes.	Retain throughout active life of the facility and through the post-closure care period.	Tenn. Admin. Rule 1200-1-7-.01 (4) (d) 2. Keep to show compliance with regulations in order to defend against Superfund liability. Mandatory only if city operates a landfill.

*Indicates a mandatory retention period based on state and federal law.

Utilities (Billing and Collection)

Reference Number: MTAS-702
Reviewed Date: 09/15/2017

UTILITIES (Billing and Collection) RECORDS RETENTION SCHEDULE

Description of Record	Retention Period	Legal Authorization /Rationale
S-1. Application for Service. Customer requests for service, including name, address, phone, services, and signatures.	Retain 3 years after service is discontinued but may want to keep in electronic format longer in case customer returns to service.	Keep in case of billing errors. Tennessee courts have allowed utilities to back bill customers 3 years.
S-2. Audit Reports. Independent audit of financial records.	Permanent record.	Recommended by comptroller in Internal Control and Compliance Manual for Tennessee Municipalities.
S-3. Billing Adjustment Reports. Customer names and adjustment information.	Retain 3 years.	Keep in case of billing errors. Tennessee courts have allowed utilities to back bill customers 3 years.
S-4. Billing Stubs. Collection stubs of accounts paid.	Retain 3 years.	Keep in case of billing errors. Tennessee courts have allowed utilities to back bill customers 3 years.
S-5. Billing Register. Listing of monthly customer billings (account number, amount, etc.).	Retain 7 years. If record kept in electronic format, the paper copy may be destroyed after audit.	Keep to help resolve billing disputes with customers.
S-6. Collection Agency Reports.	Retain 7 years.	Keep to help resolve billing

UTILITIES (Billing and Collection) RECORDS RETENTION SCHEDULE

Description of Record	Retention Period	Legal Authorization /Rationale
Listing of accounts turned over for collection and how resolved.		disputes with customers.
S-7. Complaints by Customers. Records of meter rechecks, billing inquiries, service problems, etc.	Retain 5 years.	Keep in case of litigation.
S-8. Deposits from Customers. Customer name, date, services, amount of deposit.	Retain 3 years after service is discontinued and deposit applied or refunded.	Keep in case of billing errors. Tennessee courts have allowed utilities to back bill customers 3 years.
S-9. Disconnection Notices. Notice to discontinue service after non-payment of bill.	Retain 3 years.	Keep in case of billing errors. Tennessee courts have allowed utilities to back bill customers 3 years.
S-10. General Ledger. Financial information of utility. (Also see G-14 and G-21.)	Permanent record. If maintained in electronic format may destroy paper record after 7 years. NOTE: The Tennessee State Library and Archives does not favor keeping permanent records in electronic format.	Recommended by comptroller in Internal Control and Compliance Manual for Tennessee Municipalities.
S-11. Meter Reading Records. Meter sheets or printouts from hand-held devices.	Retain 3 years.	Keep in case of billing errors. Tennessee courts have allowed utilities to back bill customers 3 years.
S-12. Meter Records. Size, type, meter number, dates service began and ended, serial number.	Retain 1 year after meter is retired and disposed of.	Keep to aid in settling billing disputes involving the accuracy of the meter.
S-13. Meter Tests/Repairs. Record of any meter testing and any repairs.	Retain 1 year after meter is retired and disposed of.	Keep to aid in settling billing disputes involving the accuracy of the meter.
S-14. Rate Schedules. Listing of rates for utility services.	Permanent record.	Keep for historical purposes.
S-15. Tap Records. Including when tap installed, size, location.	Permanent record.	Keep for historical purposes.
S-16. Work Orders for Customer Service. Detail of meter number, installation date, readings, etc.	Retain 3 years.	Keep in case of billing errors. Tennessee courts have allowed utilities to back bill customers 3 years.

Utilities (Operation and Maintenance)

Reference Number: MTAS-703
Reviewed Date: 09/15/2017

UTILITIES (Operation and Maintenance) RECORDS RETENTION SCHEDULE

Description of Record	Retention Period	Legal Authority/ Rationale
T-1. Bacteriological Records. Records indicating disinfection of mains, tanks, filters, wells.	*Retain 5 years.	Tenn. Admin. Rule 1200-5-1-.17(8).
T-2. Complaint Logs.	*Retain 5 years.	Tenn. Admin. Rule 1200-5-1-.20(1) (h).
T-3. Daily Worksheets and Shift Logs.	*Retain until next sanitary survey.	Tenn. Admin. Rule 1200-5-1-.20 (1) (g).
T-4. Facility maintenance Records.	*Retain 5 years.	Tenn. Admin. Rule 1200-5-1-.20(1) (h).
T-5. Flush and Free Chlorine Residual for New Taps Where Main Is Uncovered. Measurement of.	*Retain until next sanitary survey or 3 years.	Tenn. Admin. Rule 1200-5-1-.17(32).
T-6. Lead and Copper. Original records of all sampling data and analyses, reports, surveys, letter, evaluations, schedules, state determinations, and any other information required by Tenn. Admin. Rules 1200-5-1-.33(2) through (9).	*Retain for 12 years.	Tenn. Admin. Rule 1200-5-1-.33(12).
T-7. Underground Utilities, Location of. Record of location of all underground utilities maintained by the city. NOTE: Under T.C.A. § 65-31-105, the city must record location of utilities with county, listing where facilities are located and the name, title, address, and telephone number of operator's representative. The county keeps this record permanently.	Permanent record.	These records allow the city to know the location and history of its underground facilities.

*Indicates a mandatory retention period based on state and federal law

Utilities (Wastewater and Water)

Reference Number: MTAS-704
Reviewed Date: 09/15/2017

UTILITIES (Wastewater and Water) RECORDS RETENTION SCHEDULE

Description of Record	Retention Period	Legal Authority/Rationale
	WASTEWATER RECORDS	
U-1. Discharge Monitoring Reports (DMRs).	Retain 3 years or longer if so requested by Water Pollution Control as a minimum to comply with permit. Retention for life of the facility is recommended.	NPDES Permit Requirements Part I Subpart B.5. Provides record of operations and loading to assist in planning.
U-2. Industrial Pretreatment. All information resulting from monitoring activities.	*Retain 3 years, longer in cases of unresolved litigation.	40 C.F.R. 403.12 (o) (1-3).
U-3. Laboratory Bench Sheets, Calibration and Maintenance of Instruments. QA/QC Data, Flow	Retain 3 years or longer if requested by Water Pollution Control.	NPDES Permit Requirements Part I Subpart B.5.

UTILITIES (Wastewater and Water) RECORDS RETENTION SCHEDULE

Description of Record	Retention Period	Legal Authority/Rationale
Charts.		
U-4. Land Application of Cumulative Pollutant Loading Rate Sludge under 40 C.F.R. 503.13.(a) (2) (I).	*Permanent record.	40 C.F.R. 503.17 (a) (5) (ii).
U-5. Monthly Operating Reports (MORs).	Retain 3 years or longer if requested by Water Pollution Control as a minimum to comply with permit. Retention for the life of the facility is recommended.	NPDES Permit Requirements Part I Subpart B.5. Provides record of operations and loading to assist in planning.
U-6. Wastewater Sludge Disposal via Land Application, Surface Disposal, Incineration.	*Retain 5 years.	(40 C.F.R. 503.17) Land Application; (503.27) Surface Disposal; (503.47) Incineration.

UTILITIES (Water and Wastewater Records)

Description of Record	Retention Period	Legal Authority/Rationale
	DRINKING WATER RECORDS	
U-7. Bacteriological Analysis.	*Retain 5 years.	Tenn. Admin. Rule 1200-5-1-.20 (1) (b).
U-8. Chemical Analysis.	*Retain 10 years.	Tenn. Admin. Rule 1200-5-1-.20 (1) (a).
U-9. Consumer Confidence Reports.	*Retain 5 years.	Tenn. Admin. Rule 1200-5-.35 (5) (h).
U-10. Cross Connection Records.	*Retain 5 years.	Tenn. Admin. Rule 1200-5-.20 (1) (h).
U-11. Monthly Operating Reports MORs).	Retain until next survey at a minimum. Retention for life of the facility is recommended.	Provides record of operations and loading to assist in planning.
U-12. Storage Tank Inspections.	Retain 5 years to comply with rule. Retention for life of the tank is recommended.	Tenn. Admin. Rule 1200-5-1-.20 (1)(h). Retention for life of the tank is recommended to track deprecation and repairs.
U-13. Turbidity. Records include daily worksheets, calibration data, and strip charts.	*Retain until the next sanitary survey.	Tenn. Admin. Rule 1200-5-1-.20 (1) (f).
U-14. Variance or Exceptions Granted.	*Retain 5 years following the expiration of such variance or exemption.	Tenn. Admin. Rule 1200-5-1-.20 (1) (d).
U-15. Violation, Corrective Action. Records of actions taken to correct violations of primary drinking water regulations.	*Retain 3 years after action.	Tenn. Admin Rule 1200-5-1-.20 (1) (b).
U-16. Written Reports, etc., Related to Sanitary Survey.	*Retain 10 years after sanitary survey.	Tenn. Admin. Rule 1200-5-1-.20 (1) (c).

*Indicates a mandatory retention period based on state or federal law.

Source URL: *https://www.mtas.tennessee.edu/reference/retention-schedules*

AGENDA NUMBER MEETING VI.B. **DATE ______May 26, 2022____________**

REPORT TO THE BOARD OF MAYOR AND ALDERMEN

PREPARED BY: Brannon Tupper, PE

SUBJECT: Approval of Contract 2022-05, Resurfacing of Various Streets

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INTRODUCTION: The purpose of this item is to consider bids and award a contract for resurfacing of selected streets within the Town.

BACKGROUND: Each year the Engineering staff examines our street network and determines our priorities within the limits of our annual resurfacing budget. This year's contract includes the resurfacing of Watt Road, Outlet Drive, and select portions of Saddle Ridge Drive and Farragut Hills Boulevard.

On May 10, we received four bids for Contract 2022-05:

APAC-Atlantic, Inc. -	$986,311.00
Duracap Asphalt Co., Inc. -	$1,045,078.20
PRI of East Tn. Inc.	$1,388,221.00
Rogers Group, Inc.	$1,149,966.00

The bid tabulations are attached for your review. APAC-Atlantic has been awarded our resurfacing contract in the past, and we were pleased with their performance.

FINANCIAL SECTION:

Project: **Contract 2022-05, Resurfacing**

Amended Budget	Requested Amount	Expenditures to Date	Available Amount
$1,788,304	$986,311.00	$801,993.00	$0

Approved By: A. Myers

RECOMMENDATION BY: Brannon Tupper, Assistant Town Engineer

PROPOSED MOTION: Approval of bids and award of Contract 2022-05 to APAC-Atlantic, Inc. for their low bid of $986,311.00

BOARD ACTION:

MOTION BY:______________________________ SECONDED BY:____________________________

VOTE/TOTAL	WILLIAMS	POVLIN	PINCHOK	MEYER	BURNETTE
YES	_______	_________	_________	_______	_______
NO	_______	_________	_________	_______	_______
ABSTAIN	_______	_________	_________	_______	_______

CONTRACT 2022-05
RESURFACING OF VARIOUS STREETS

BID TABULATION

				APAC-Atlantic, Inc.		Duracap Asphalt Paving Co.		PRI of East Tennessee, Inc.		Rogers Group, Inc.	
ITEM #	TDOT DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
307-01.08	Asphalt Concrete Mix (PG64-22) (BPMB-HM) Grading B-M2	TN	200	$ 123.00	$ 24,600.00	$ 154.00	$ 30,800.00	$ 200.00	$ 40,000.00	$ 250.00	$ 50,000.00
403-02.01	trackless Tack Coat (TTT-1)	GAL	5600	$ 3.75	$ 21,000.00	$ 4.00	$ 22,400.00	$ 5.00	$ 28,000.00	$ 4.25	$ 23,800.00
411-01.10	ACS Mix (PG 64-22) Grading D	TN	4800	$ 119.75	$ 574,800.00	$ 129.30	$ 620,640.00	$ 170.00	$ 816,000.00	$ 125.00	$ 600,000.00
411-01.11	ACS Mix (PG 64-22) Grading E RDWY	TN	-	$ 107.75	-	$ 113.00	-	$ 160.00	-	$ 120.00	-
415-01.01	Cold Planing of Bituminous Pavement	TN	4800	$ 39.25	$ 188,400.00	$ 30.00	$ 144,000.00	$ 60.00	$ 288,000.00	$ 35.00	$ 168,000.00
701-01.01	Concrete Sidewalk (4”)	SF	500	$ 20.00	$ 10,000.00	$ 13.00	$ 6,500.00	$ 20.00	$ 10,000.00	$ 20.00	$ 10,000.00
TOF-CC-RETROI	Concrete Curb ramp (retrofit)	EA	11	$ 4,325.00	$ 47,575.00	$ 4,700.00	$ 51,700.00	$ 6,000.00	$ 66,000.00	$ 6,800.00	$ 74,800.00
712-01	Traffic control	LS	1	$ 25,500.00	$ 25,500.00	$ 37,000.00	$ 37,000.00	$ 35,000.00	$ 35,000.00	$ 67,500.00	$ 67,500.00
712-04.01	FLEXIBLE DRUMS (CHANNELIZING)	EA	100	$ 1.50	$ 150.00	$ 49.00	$ 4,900.00	$ 50.00	$ 5,000.00	$ 40.00	$ 4,000.00
712-06	SIGNS (CONSTRUCTION)	SF	100	$ 11.50	$ 1,150.00	$ 9.00	$ 900.00	$ 10.00	$ 1,000.00	$ 25.00	$ 2,500.00
713-16.01	Changeable Message sign unit	EA	2	$ 3,500.00	$ 7,000.00	$ 8,000.00	$ 16,000.00	$ 6,000.00	$ 12,000.00	$ 7,850.00	$ 15,700.00
716-02.05	PLASTIC PAVEMENT MARKING (STOP LINE)	LF	120	$ 14.00	$ 1,680.00	$ 13.50	$ 1,620.00	$ 15.00	$ 1,800.00	$ 15.00	$ 1,800.00
716-02.06	Plastic PAVEMENT Marking (TURN LANE arrow)	EA	22	$ 220.00	$ 4,840.00	$ 192.00	$ 4,224.00	$ 225.00	$ 4,950.00	$ 250.00	$ 5,500.00
716-02.09	Plastic Pavement Marking (longitudinal/Continental)	LF	200	$ 28.50	$ 5,700.00	$ 24.50	$ 4,900.00	$ 30.00	$ 6,000.00	$ 32.00	$ 6,400.00
716-04.04	plastic pavement marking (12” Diagonal transverse markings) 2’ horizontal width	SY	18	$ 32.00	$ 576.00	$ 27.00	$ 486.00	$ 27.00	$ 486.00	$ 28.00	$ 504.00
716-04.15	PLASTIC PAVEMENT MARKING (BIKELANE SYMBOL AND ARROW)	EA	16	$ 600.00	$ 9,600.00	$ 495.00	$ 7,920.00	$ 575.00	$ 9,200.00	$ 600.00	$ 9,600.00
716-05.01	Painted pavement marking (4” Line) (TEMPORARY)	LM	10.6	$ 750.00	$ 7,950.00	$ 1,072.00	$ 11,363.20	$ 725.00	$ 7,685.00	$ 770.00	$ 8,162.00
716-13-01	Spray thermo pavement Marking (60 Mil) 4 “ Line	LM	10.6	$ 3,775.00	$ 40,015.00	$ 4,125.00	$ 43,725.00	$ 3,500.00	$ 37,100.00	$ 4,300.00	$ 45,580.00
717-01	mobilization	LS	1	$ 15,775.00	$ 15,775.00	$ 36,000.00	$ 36,000.00	$ 20,000.00	$ 20,000.00	$ 56,000.00	$ 56,000.00
	TOTAL BID				**$986,311.00**		**$1,045,078.20**		**$1,388,221.00**		**$1,149,966.00**

AGENDA NUMBER VI.C. MEETING DATE ______May 26, 2022____________

REPORT TO THE BOARD OF MAYOR AND ALDERMEN

PREPARED BY: Darryl Smith, PE

SUBJECT: Approval of Contract 2022-10, Campbell Station Road Improvements at Interstate 40/75

INTRODUCTION: The purpose of this item is consideration of bids and award of a contract for improvements to Campbell Station Road at the eastbound ramps of Interstate 40/75.

BACKGROUND: A critical success factor from the Town of Farragut's Strategic Plan is "Building and Maintaining the Town's Infrastructure and Assets" with a Priority Initiative for "Reconstruction of the I-40/Campbell Station Road Interchange." While this year's state budget includes funding for the full reconstruction, development of the project will require several years. In the meantime, staff has proposed an interim project that will allow us to add another northbound lane on the south side of the interstate bridge by widening Campbell Station slightly and narrowing the existing lanes. This will allow separation of the northbound and southbound left turns to help mitigate the current congestion issues.

DISCUSSION: The Town received two bids for the project on May 12 as follows:

Southern Constructors, Inc.	$513,695.00
Whaley Construction, LLC	$704,655.00

The low bid was significantly higher than Staff's original estimated cost for the project ($278,000). There are several reasons for this increased cost:

- Small project scale: Unfortunately, a smaller scale of project sometimes results in volatility of bid prices. The project will require at least 49-line items (see bid tabulations, attached), but none of the items requires enough quantity for any subcontractor to earn much profit. As a result, unit prices will normally be higher than what we would see on a larger project.
- Night work: Traffic must be maintained throughout the length of the project, so almost all work will be performed at night.
- Limited working space: Limited working room will require more labor-intensive methods.
- Increase in project scope: Upon detailed field survey, designers determined the need for additional items, such as the need to extend the milling and resurfacing on Campbell Station Road due to the relatively poor condition of the roadway surface.
- Significant increase in cost of materials: We are seeing increased costs for labor and materials, including approximately 25% increase in cost for asphalt surface mix.

FINANCIAL SECTION:

Project: **Campbell Station Road Improvements at I-40/75 Approach**

Amended Project Budget	Requested Amount	Expenditures to Date	Available Amount
$528,000	$513,695	$0	$14,305

Approved By: A. Myers

RECOMMENDATION BY: Darryl Smith, PE, Town Engineer

PROPOSED MOTION: Approval of bids and award of Contract 2022-10 to Southern Constructors, Inc. for their low bid of $513,695.00.

BOARD ACTION:

MOTION BY:______________________________ **SECONDED BY:**____________________________

VOTE/TOTAL	WILLIAMS	POVLIN	PINCHOK	MEYER	BURNETTE
YES	______	________	________	______	______
NO	______	________	________	______	______
ABSTAIN	______	________	________	______	______

Contract 2022-10: Campbell Station Road Improvements at I-40

farragut

				Southern Constructors, Inc.		Whaley Construction, LLC	
ITEM #	TDOT DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
105-01	CONSTRUCTION STAKES, LINES AND GRADES	LS	1	$ 20,000.00	$ 20,000.00	$ 47,202.00	$ 47,202.00
201-01	CLEARING AND GRUBBING	LS	1	$ 10,000.00	$ 10,000.00	$ 15,000.00	$ 15,000.00
202-03	REMOVAL OF RIGID PAVEMENT, SIDEWALK, ETC.	S.Y.	300	$ 37.00	$ 11,100.00	$ 45.00	$ 13,500.00
202-03.01	REMOVAL OF ASPHALT PAVEMENT	S.Y.	40	$ 40.00	$ 1,600.00	$ 60.00	$ 2,400.00
202-08.10	REMOVAL OF CURB	L.F.	325	$ 20.00	$ 6,500.00	$ 18.00	$ 5,850.00
203-01	ROAD & DRAINAGE EXCAVATION (UNCLASSIFIED)	C.Y.	275	$ 50.00	$ 13,750.00	$ 35.00	$ 9,625.00
303-01	MINERAL AGGREGATE, TYPE A BASE, GRADING D	TON	230	$ 45.00	$ 10,350.00	$ 50.00	$ 11,500.00
307-01.01	ASPHALT CONCRETE MIX (PG64-22) (BPMB-HM) GRADING A	TON	40	$ 220.00	$ 8,800.00	$ 220.00	$ 8,800.00
307-01.08	ASPHALT CONCRETE MIX (PG64-22) (BPMB-HM) GRADING B-M2	TON	30	$ 285.00	$ 8,550.00	$ 286.00	$ 8,580.00
313-03	TREATED PERMEABLE BASE	S.Y.	250	$ 70.00	$ 17,500.00	$ 132.00	$ 33,000.00
402-01	BITUMINOUS MATERIAL FOR PRIME COAT (PC)	TON	0.3	$ 2,300.00	$ 690.00	$ 2,310.00	$ 693.00
403-02.01	TRACKLESS TACK COAT (TC)	TON	3	$ 1,000.00	$ 3,000.00	$ 990.00	$ 2,970.00
407-20.05	SAW CUTTING ASPHALT PAVEMENT	L.F.	500	$ 6.00	$ 3,000.00	$ 11.00	$ 5,500.00
415-01.01	COLD PLANING OF BITUMINOUS ASPHALT	TON	600	$ 65.00	$ 39,000.00	$ 61.00	$ 36,600.00
411-01.10	ACS MIX(PG64-22) GRADING D	TON	625	$ 165.00	$ 103,125.00	$ 167.00	$ 104,375.00
501-01.03	PORTLAND CEMENT CONCRETE PAVEMENT (PLAIN) 10"	S.Y.	250	$ 140.00	$ 35,000.00	$ 175.00	$ 43,750.00
502-04.01	SAWING CONCRETE PAVEMENT (FULL DEPTH)	L.F.	300	$ 12.00	$ 3,600.00	$ 11.00	$ 3,300.00

Contract 2022-10: Campbell Station Road Improvements at I-40

farragut

				Southern Constructors, Inc.		Whaley Construction, LLC	
ITEM #	TDOT DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
702-01	CONCRETE CURB	C.Y.	7	$ 1,300.00	$ 9,100.00	$ 1,740.00	$ 12,180.00
705-01.99	GUARDRAIL SYSTEMS	LS	1	$ 23,000.00	$ 23,000.00	$ 45,000.00	$ 45,000.00
712-01	TRAFFIC CONTROL	LS	1	$ 75,000.00	$ 75,000.00	$ 110,000.00	$ 110,000.00
712-02.02	INTERCONNECTED PORTABLE BARRIER RAIL	LF	80	$ 55.00	$ 4,400.00	$ 85.00	$ 6,800.00
712-02.60	TEMPORARY WORK ZONE CRASH CISHION (MASH TL-3)	EACH	2	$ 6,000.00	$ 12,000.00	$ 6,050.00	$ 12,100.00
712-04.01	FLEXIBLE DRUMS (CHANNELIZING)	EACH	50	$ 50.00	$ 2,500.00	$ 50.00	$ 2,500.00
712-06	SIGNS (CONSTRUCTION)	S.F.	135	$ 17.00	$ 2,295.00	$ 10.00	$ 1,350.00
713-01.01	CLASS A CONCRETE (FOUNDATION FOR SIGN SUPPORTS)	C.Y.	0.4	$ 2,200.00	$ 880.00	$ 2,200.00	$ 880.00
713-01.02	STEEL BAR REINFORCEMENT (FOUNDATION FOR SIGN SUPPORTS)	LB.	105	$ 7.00	$ 735.00	$ 7.00	$ 735.00
713-06	STEEL I-BEAMS & WF BEAMS(BREAKAWAY) SIGN SUPPORT	LB.	205	$ 10.00	$ 2,050.00	$ 8.00	$ 1,640.00
713-02.15	FLEXIBLE DELINEATOR (YELLOW)	EACH	21	$ 50.00	$ 1,050.00	$ 50.00	$ 1,050.00
713-13.02	FLAT SHEET ALUMINUM SIGNS (0.080" THICK)	S.F.	4	$ 150.00	$ 600.00	$ 21.00	$ 84.00
713-13.03	FLAT SHEET ALUMINUM SIGNS (0.100" THICK)	S.F.	18	$ 85.00	$ 1,530.00	$ 25.00	$ 450.00
713-14	EXTRUDED ALUMINUM PANEL SIGNS	S.F.	42	$ 35.00	$ 1,470.00	$ 33.00	$ 1,386.00
713-15	REMOVAL OF SIGNS, POSTS AND FOOTINGS	L.S.	1	$ 1,500.00	$ 1,500.00	$ 5,000.00	$ 5,000.00
713-16.41	RELOCATE SIGN	L.S.	1	$ 1,500.00	$ 1,500.00	$ 1,500.00	$ 1,500.00
716-02.04	PLASTIC PAVEMENT MARKING (CHANNELZATION STRIPING)	S.Y.	50	$ 30.00	$ 1,500.00	$ 32.00	$ 1,600.00

Contract 2022-10: Campbell Station Road Improvements at I-40

farragut

ITEM #	TDOT DESCRIPTION	UNIT	QUANTITY	Southern Constructors, Inc. UNIT PRICE	Southern Constructors, Inc. TOTAL PRICE	Whaley Construction, LLC UNIT PRICE	Whaley Construction, LLC TOTAL PRICE
716-02.05	PLASTIC PAVEMENT MARKING (STOP LINE)	L.F.	120	$ 17.00	$ 2,040.00	$ 14.00	$ 1,680.00
716-02.06	PLASTIC PAVEMENT MARKING (TURN LANE ARROW)	EACH	11	$ 250.00	$ 2,750.00	$ 200.00	$ 2,200.00
716-03.01	PLASTIC WORD PAVEMENT MARKING (ONLY)	EACH	3	$ 300.00	$ 900.00	$ 150.00	$ 450.00
716-03.12	PLASTIC PVMT MARKING (6' x 15' INTERSTATE SHIELD)	EACH	4	$ 3,000.00	$ 12,000.00	$ 5,650.00	$ 22,600.00
716-04.05	PLASTIC PAVEMENT MARKING (STRAIGHT ARROW)	EACH	12	$ 250.00	$ 3,000.00	$ 200.00	$ 2,400.00
716-05.01	PAINTED PAVEMENT MARKING (4" LINE)	L.M.	1.3	$ 2,500.00	$ 3,250.00	$ 1,000.00	$ 1,300.00
716-12.02	ENHANCED FLATLINE THERMO PVMT MRKNG (6IN LINE)	L.M.	1.3	$ 7,500.00	$ 9,750.00	$ 6,000.00	$ 7,800.00
716-12.05	ENHANCED FLATLINE THERMO PVMT MRKNG (6IN DOTTED LINE)	L.F.	400	$ 3.00	$ 1,200.00	$ 36.00	$ 14,400.00
717-01	MOBILIZATION	LS	1	$ 30,000.00	$ 30,000.00	$ 75,000.00	$ 75,000.00
730-02.41	SIGNAL HEAD MODIFICATION (RELOCATE SIGNAL HEAD)	EACH	2	$ 1,000.00	$ 2,000.00	$ 500.00	$ 1,000.00
730-08.03	SIGNAL CABLE - 7 CONDUCTOR	LF	125	$ 4.00	$ 500.00	$ 5.00	$ 625.00
730-15.11	MODIFY CABINET (ROUTE CABLES INTO EXISTING FOUNDATION)	EACH	1	$ 1,000.00	$ 1,000.00	$ 1,260.00	$ 1,260.00
740-11.01	TEMPORARY SEDIMENT TUBE 8IN	L.F.	1000	$ 4.00	$ 4,000.00	$ 9.00	$ 9,000.00
801-03	WATER (SEEDING & SODDING)	M.G.	0.8	$ 100.00	$ 80.00	$ 300.00	$ 240.00
803-01	SODDING (NEW SOD)	S.Y.	650	$ 7.00	$ 4,550.00	$ 12.00	$ 7,800.00

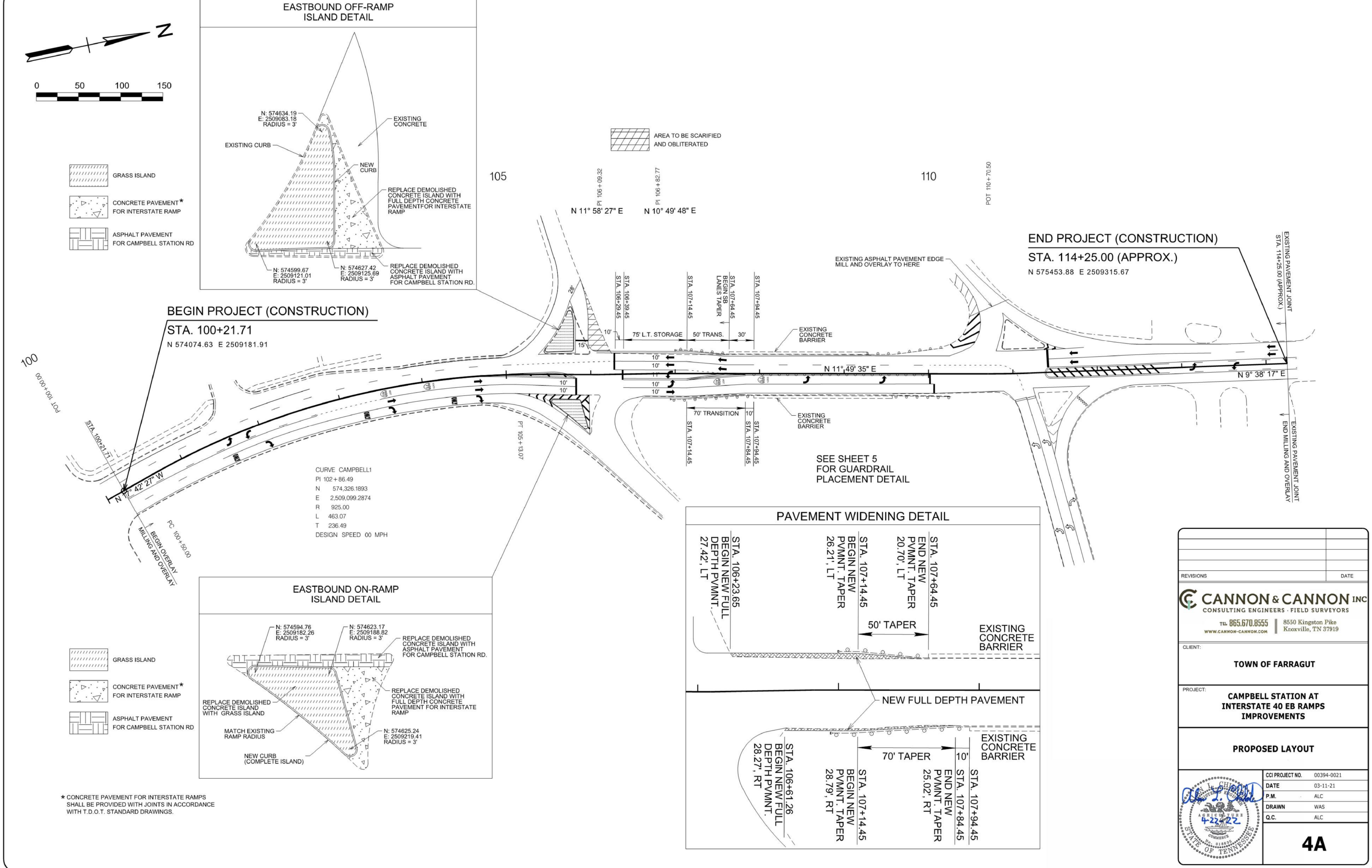
	Southern Constructors, Inc.	Whaley Construction, LLC
TOTAL BID	**$513,695.00**	**$704,655.00**

PROPOSED IMPROVEMENTS

Knoxville - Knox County - KUB Geographic Information System

Printed: 9/17/2021 at 2:49:53 PM

0 25 50 100
ft


EASTBOUND OFF-RAMP ISLAND DETAIL
N: 574634.19 E: 2509083.18 RADIUS = 3'
EXISTING CONCRETE
EXISTING CURB
NEW CURB
REPLACE DEMOLISHED CONCRETE ISLAND WITH FULL DEPTH CONCRETE PAVEMENTFOR INTERSTATE RAMP
N: 574599.67 E: 2509121.01 RADIUS = 3'
N: 574627.42 E: 2509125.69 RADIUS = 3'
REPLACE DEMOLISHED CONCRETE ISLAND WITH ASPHALT PAVEMENT FOR CAMPBELL STATION RD.
0 50 100 150
GRASS ISLAND
CONCRETE PAVEMENT* FOR INTERSTATE RAMP
ASPHALT PAVEMENT FOR CAMPBELL STATION RD
AREA TO BE SCARIFIED AND OBLITERATED
105
110
PI 106+09.32
PI 106+82.77
POT 110+70.50
N 11° 58' 27" E
N 10° 49' 48" E
END PROJECT (CONSTRUCTION)
STA. 114+25.00 (APPROX.)
N 575453.88 E 2509315.67
EXISTING ASPHALT PAVEMENT EDGE MILL AND OVERLAY TO HERE
EXISTING PAVEMENT JOINT STA. 114+25.00 (APPROX.)
BEGIN PROJECT (CONSTRUCTION)
STA. 100+21.71
N 574074.63 E 2509181.91
100
POT 100+00.00
STA. 100+21.71
N 1° 42' 27" W
STA. 106+29.45
STA. 106+39.45
STA. 107+14.45
STA. 107+64.45 BEGIN SB LANES TAPER
STA. 107+94.45
75' L.T. STORAGE
50' TRANS.
30'
EXISTING CONCRETE BARRIER
N 11° 49' 35" E
N 9° 38' 17" E
70' TRANSITION
STA. 107+14.45
STA. 107+84.45
STA. 107+94.45
PT 105+13.07
SEE SHEET 5 FOR GUARDRAIL PLACEMENT DETAIL
EXISTING PAVEMENT JOINT END MILLING AND OVERLAY
CURVE CAMPBELL1
PI 102+86.49
N 574,326.1893
E 2,509,099.2874
R 925.00
L 463.07
T 236.49
DESIGN SPEED 00 MPH
PC 100+50.00
BEGIN OVERLAY MILLING AND OVERLAY
PAVEMENT WIDENING DETAIL
STA. 106+23.65 BEGIN NEW FULL DEPTH PVMNT. 27.42', LT
STA. 107+14.45 BEGIN NEW PVMNT. TAPER 26.21', LT
STA. 107+64.45 END NEW PVMNT. TAPER 20.70', LT
50' TAPER
EXISTING CONCRETE BARRIER
NEW FULL DEPTH PAVEMENT
70' TAPER
10'
STA. 106+61.26 BEGIN NEW FULL DEPTH PVMNT. 28.27', RT
STA. 107+14.45 BEGIN NEW PVMNT. TAPER 28.79', RT
STA. 107+84.45 END NEW PVMNT. TAPER 25.02', RT
STA. 107+94.45
EASTBOUND ON-RAMP ISLAND DETAIL
N: 574594.76 E: 2509182.26 RADIUS = 3'
N: 574623.17 E: 2509188.82 RADIUS = 3'
REPLACE DEMOLISHED CONCRETE ISLAND WITH ASPHALT PAVEMENT FOR CAMPBELL STATION RD.
REPLACE DEMOLISHED CONCRETE ISLAND WITH FULL DEPTH CONCRETE PAVEMENT FOR INTERSTATE RAMP
REPLACE DEMOLISHED CONCRETE ISLAND WITH GRASS ISLAND
MATCH EXISTING RAMP RADIUS
N: 574625.24 E: 2509219.41 RADIUS = 3'
NEW CURB (COMPLETE ISLAND)
* CONCRETE PAVEMENT FOR INTERSTATE RAMPS SHALL BE PROVIDED WITH JOINTS IN ACCORDANCE WITH T.D.O.T. STANDARD DRAWINGS.
REVISIONS
DATE
CANNON & CANNON INC
CONSULTING ENGINEERS · FIELD SURVEYORS
TEL 865.670.8555
WWW.CANNON-CANNON.COM
8550 Kingston Pike Knoxville, TN 37919
CLIENT:
TOWN OF FARRAGUT
PROJECT:
CAMPBELL STATION AT INTERSTATE 40 EB RAMPS IMPROVEMENTS
PROPOSED LAYOUT
CCI PROJECT NO. 00394-0021
DATE 03-11-21
P.M. ALC
DRAWN WAS
Q.C. ALC
4-22-22
STATE OF TENNESSEE
4A

AGENDA NUMBER **VI.D.** **MEETING DATE** **May 26, 2022**

REPORT TO THE BOARD OF MAYOR AND ALDERMEN

PREPARED BY: Sue Stuhl, Parks & Recreation Director & Brannon Tupper, Assistant Town Engineer

SUBJECT: Sourcewell Contract Number 071619-MSL: Purchase and Installation of Musco Court Lighting at McFee Park Basketball Courts.

BACKGROUND: The site plan for McFee Park Phase 3 included athletic court lighting but this removed due to concerns regarding the budget. The basketball courts are open and are extremely popular. But the courts have to be closed at dusk because there are no lights. The addition of athletic lighting will allow basketball to be played in the cooler part of the evenings during the summer and will allow much more playing time in the fall, winter and spring when the days are shorter.

DISCUSSION: This project will be procured through Sourcewell, a purchasing cooperative. The Town has used purchasing cooperatives for a variety of equipment over the years with very good results. The equipment being purchased is Musco brand lighting, which is the lighting we have used on all of our athletic fields. The lights will be LED – the same as the tennis/pickleball courts – and will include Control-Link technology. This allows Town staff to schedule the lights via an app or computer. Control of the lights will not be accessible to the public. The lights will be placed on two poles on opposite corners of the basketball court. Conduit has already been placed in the ground with a termination point close to the court. This contract also includes a large electrical cabinet that will include room for any additional light systems for future tennis/pickleball/basketball courts.

The estimated time for the installation of equipment is approximately 15 weeks, with equipment being delivered in approximately 12 weeks. Musco will manage this turn-key project, including installation and hookup.

STRATEGIC PLAN: Providing Excellent Parks, Recreation, Cultural Amenities and Programs; Enhancing the Town's Financial Position; Supporting and Caring for a Committee Workforce
FINANCIAL SECTION:

Project: **McFee Park Phase 3**

Amended Project Budget	Requested Amount	Expenditures to Date	Available Amount
$8,717,538	$52,538	$8,649,325	$15,675

Approved By: A. Myers

RECOMMENDATION BY: Sue Stuhl, Parks & Recreation Director for approval.

PROPOSED MOTION: Approve Sourcewell Contract Number 071619-MSL in the amount of $52,538: Purchase and Installation of Musco Court Lighting at McFee Park Basketball Courts.

MOTION BY:______________________________ **SECONDED BY:**____________________________

VOTE/TOTAL	WILLIAMS	MEYER	PINCHOK	POVLIN	BURNETTE
YES	________	__________	__________	________	________
NO	________	__________	__________	________	________
ABSTAIN	________	__________	__________	________	________

Quote

McFee Park Basketball

Farragut, TN
May 18, 2022

Sourcewell
Master Project: 199030, **Contract Number:** 071619-MSL, **Expiration:** 08/27/2023
Category: Sports lighting with related supplies and services

All purchase orders should note the following:
Sourcewell purchase – contract number: 071619-MSL

Quotation Price – Materials Delivered to Job Site and Installation

Basketball Court – 94' x 50' ....$ 52,538.00

Bonding is not included.
Pricing furnished is effective for 30 days unless otherwise noted and is considered confidential.

Light-Structure System™ with Total Light Control – TLC for LED™ technology

Guaranteed Lighting Performance
- Guaranteed light levels of 2o Footcandles and uniformity of 4.0:1.0

System Description
- 2 Pre-cast concrete bases with integrated lightning grounding
- 2 Galvanized steel poles
- Factory wired and tested remote electrical component enclosures
- Pole length, factory assembled wire harnesses
- 2 Factory wired poletop luminaire assemblies
- 4 Factory aimed and assembled luminaires
- UL Listed assemblies

Control Systems and Services
- Player-activated pushbutton control system with strobe to provide timed on/off control
- Control-Link® control and monitoring system to provide remote on/off and dimming (high/medium/low) control and performance monitoring with 24/7 customer support

Operation and Warranty Services
- Product assurance and warranty program that covers materials and onsite labor, eliminating 100% of your maintenance costs for 25 years
- Support from Musco's Lighting Services Team – over 170 Team members dedicated to operating and maintaining your lighting system – plus a network of 1800+ contractors

Installation Services Provided

See Below

Payment Terms

Musco's Credit Department will provide payment terms.

Email or fax a copy of the Purchase Order to Musco Sports Lighting, LLC:

Quote

Musco Sports Lighting, LLC
Attn: Amanda Hudnut
Fax: 800-374-6402
Email: musco.contracts@musco.com

All purchase orders should note the following:
Sourcewell purchase – contract number: 071619-MSL

Delivery Timing

8 - 12 weeks for delivery of materials to the job site from the time of order, submittal approval, and confirmation of order details including voltage, phase, and pole locations.

Delivery of materials and installation to take approximately 15 weeks in total.

Due to the built-in custom light control per luminaire, pole locations need to be confirmed prior to production. Changes to pole locations after the product is sent to production could result in additional charges.

Notes

Quote is based on:

- Shipment of entire project together to one location.
- Voltage and phase of the electrical system required.
- Structural code and wind speed = 2012 IBC, 115 mph, Exposure C, Importance Factor 1.0.
- Owner is responsible for getting electrical power to the site, coordination with the utility, and any power company fees.
- Includes supply and installation of Musco system including underground wiring and conduit, service entrance panel board, and controls by a licensed contractor.
- Standard soil conditions – rock, bottomless, wet or unsuitable soil may require additional engineering, special installation methods and additional cost.
- Confirmation of pole locations prior to production.

Thank you for considering Musco for your lighting needs. Please contact me with any questions or if you need additional details.

Greg Gilley
Musco Sports Lighting, LLC
Phone: 641-660-2362
E-mail: greg.gilley@musco.com

McFee Park Basketball
Farraguy, TN
Turnkey Scope of Work

Customer Responsibilities:

1. Complete access to the site for construction utilizing standard 2-wheel drive rubber tire equipment.
2. Locate existing underground utilities not covered by your local utilities. (i.e. water lines, electrical lines, irrigation systems, and sprinkler heads). Musco or Subcontractor will not be responsible for repairs to unmarked utilities.
3. Locate and mark field reference points per Musco supplied layout. (i.e. home plate, center of FB field)
4. Pay for extra costs associated with foundation excavation in non-standard soils (rock, caliche, high water table, collapsing holes, etc.) or soils not defined in geo-technical report. Standard soils are defined as soils that can be excavated using standard earth auguring equipment.
5. Pay any power company fees and requirements.
6. Pay all permitting fees and obtain the required electrical permitting.
7. Provide area on site for disposal of spoils from foundation excavation.
8. Provide area on site for dumpsters.
9. Provide sealed Electrical Plans. (If required)

Musco Responsibilities:

1. Provide required foundations, poles, electrical enclosures, luminaires, wire harnesses, and control cabinets.
2. Provide layout of pole locations and aiming diagram.
3. Provide Project Management as required.
4. Provide foundation designs based on soils that meet or exceed those of a Class 5 material as defined by 2018 IBC Table 1806.2.
5. Assist our installing subcontractor and ensure our responsibilities are satisfied.

Subcontractor Responsibilities

General:

1. Obtain any required permitting.
2. Contact 811 for locating underground public utilities and then confirm they have been clearly marked.
3. Contact the facility owner/manager to confirm the existing private underground utilities and irrigation systems have been located and are clearly marked to avoid damage from construction equipment. Notify owner and repair damage to marked utilities. Notify owner and Musco regarding damage which occurred to unmarked utilities.
4. Provide labor, equipment, and materials to off load equipment at jobsite per scheduled delivery.
5. Provide storage containers for material, (including electrical components enclosures), as needed.
6. Provide necessary waste disposal and daily cleanup.
7. Provide adequate security to protect Musco delivered products from theft, vandalism or damage during the installation.
8. Keep all heavy equipment off playing fields when possible. Repair damage to grounds which exceeds that which would be expected. Indentations caused by heavy equipment traveling over dry ground would be an example of expected damage. Ruts and sod damage caused by equipment traveling over wet grounds would be an example of damage requiring repair.
9. Provide startup and aiming as required to provide complete and operating sports lighting system.

10. Installation to commence upon delivery and proceed without interruption until complete. Notify Musco immediately of any breaks in schedule or delays.

Foundations, Poles, and Luminaires:

1. Mark and confirm pole locations per the aiming diagram provided. If there are any issues, immediately notify your Musco Project Manager.
2. Provide labor, materials, and equipment to install 2 LSS foundations as specified on Layout and per the stamped foundation drawings, if applicable.
3. Remove spoils to owner designated location at jobsite.
4. Provide labor, materials, and equipment to assemble Musco TLC-LED luminaires, electrical component enclosures, poles, and pole harnesses.
5. Provide labor, equipment, and materials to erect 2 dressed LSS Poles and aim utilizing the pole alignment beam.

Electrical:

1. Provide labor, materials, and equipment to install all underground conduit, wiring, pull boxes etc. and terminate wiring as required.
2. Provide as-built drawings on completion of installation, **(if required)**.

Control System:

1. Provide labor, equipment, and materials to install 1 Musco control and monitoring cabinet and terminate all necessary wiring.
2. Provide a dedicated 120 V 20 A controls circuit or a step-down transformer for 120 V control circuit if not available.
3. Check all zones to make sure they work in both auto and manual mode.
4. Commission Control-Link® by contacting Control-Link Central™ at 877-347-3319.

AGENDA NUMBER: VI.E. **MEETING DATE:** May 19, 2022

REPORT TO THE BOARD OF MAYOR AND ALDERMEN

PREPARED BY: William E. McKelvey, Public Works Director

SUBJECT: Approval of Bid for Contract #2022-06: Annual Facility Cleaning Service for Farragut Town Hall, Community Center, and Public Works Headquarters

INTRODUCTION: The purpose of this agenda item is to consider bids and award Contract #2022-06: Annual Facility Cleaning Service for Farragut Town Hall, Community Center, and Public Works Headquarters to the chosen contractor.

STRATEGIC PLAN: This agenda item addresses one of the Town of Farragut's Critical Success Factors of Building and Maintaining the Town's Infrastructure and assets. The Town wants our buildings to be clean and inviting to ensure those visiting our facilities have an overall good experience.

BACKGROUND: The Town has always utilized fulltime staff members to perform these duties. We have completed a cost comparison for two fulltime staff versus the contract service agreement and find cost savings in the amount of $65,063.63 in the first year if the contract is accepted. The following data is for personnel only, as the Town will continue purchasing all the necessary supplies

DISCUSSION: On May 12, 2022, we opened bids from four (4) contractors, one of which was rejected due to the vendor not using the applicable Bid Form that was provided. Public Works recommends awarding the contract to the vendor TMA Services, LLC, based on their yearly pricing and their ability to perform the required work. References have been checked and they received good remarks. This is a three (3) year renewable contract and PW will evaluate at the end of each year to extend to the next.

BID TABULATIONS:

Bidder	Bid Price
TMA Services, LLC **P O Box 52903** **Knoxville, TN 37950**	
Town Hall Year 1:	25,000
Community Center Year 1:	38,000
Public Works Year 1:	2,600
1st Year Contract Total:	$65,600
Town Hall Year 2:	26,000
Community Center Year 2:	38,500
Public Works Year 2:	3,000
2nd Year Contract Total:	$67,500
Town Hall Year 3:	27,000
Community Center Year 3:	39,000
Public Works Year 3:	3,500
3rd Year Contract Total:	$69,500
Grand Total for 3 Year Contract:	**$202,600.00**
Table and Chairs "Take Down"	$50.00
Hourly "As Needed" Rate:	$25.00

Bidder	Bid Price
RJ Solutions DBA City Wide Facility Solutions **117 Center Park Drive** **Knoxville, TN 37922**	
Town Hall Year 1:	43,248
Community Center Year 1:	47,916
Public Works Year 1:	7,980
1st Year Contract Total:	$99,144.00
Town Hall Year 2:	43,248
Community Center Year 2:	47,916
Public Works Year 2:	7,980
2nd Year Contract Total:	$99,144.00
Town Hall Year 3:	43,248
Community Center Year 3:	47,916
Public Works Year 3:	7,980
3rd Year Contract Total:	$99,144.00
Grand Total for 3 Year Contract:	**$297,423.00**
Table and Chairs "Take Down"	$140.00
Hourly "As Needed" Rate:	$35.00
Sherwood Services **1810 Broad Ripple Ave, Ste. 15** **Indianapolis, IN 46220**	
Town Hall Year 1:	30,192
Community Center Year 1:	44,520
Public Works Year 1:	6,000
1st Year Contract Total:	$80,712.00
Town Hall Year 2:	30,192
Community Center Year 2:	44,520
Public Works Year 2:	6,000
2nd Year Contract Total:	$80,712.00
Town Hall Year 3:	30,192
Community Center Year 3:	44,520
Public Works Year 3:	6,000
3rd Year Contract Total:	$80,712.00
Grand Total for 3 Year Contract:	**$242,136.00**
Table and Chairs "Take Down"	$50.00
Hourly "As Needed" Rate:	$27.50

COST COMPARISON: Following is a cost comparison for staff currently performing these duties at the Community Center and Town Hall.

Building Maintenance Custodian (Community Center)	Annual Cost
Salary	35,360.00
Medical – Family	25,128.00
Dental - Family	1,297.08
Vision – Family	180.24
LTD	140.53
Life Insurance	160.94
401k Match: 4%	1,280.00
FICA	2,298.00
Medicare	537.53
Workers' Comp Insurance	1,196.00
Total Cost FT Employee:	**$67,578.63**

Custodian (Town Hall)	Annual Cost
Salary	31,200.00
Medical – Family	25,128.00
Dental - Family	1,297.08
Vision – Family	180.24
LTD	140.53
Life Insurance	160.94
401k Match: 4%	1,280.00
FICA	2,027.92
Medicare	474.29
Workers' Comp Insurance	1,196.00
Total Cost FT Employee:	**$63,085.00**

TOF Current FT Expense:	$130,663.63
Contract – 1st Year:	$65,600.00
TOF Savings:	**$65,063.63**

FINANCIAL SECTION: (if needed)

Account Number: **General Government and Community Center Budgets**

Total Budget	Contracted Amount	Remaining Amount
132,000	$65,600	$66,400

Approved By: A. Myers

RECOMMENDATION BY: Bud McKelvey, Public Works Director, for approval.

PROPOSED MOTION: Approval of a bid award for Contract #2022-06 to **TMA Services, LLC in the amount of** $65,600, $67,500, and $69,500 for contract years 1, 2 and 3 respectively.

BOARD ACTION:

MOTION BY: ______________________ **SECONDED BY:** ______________________

VOTE / TOTAL	Williams	Povlin	Pinchok	Meyer	Burnette
YES					
NO					
ABSTAIN					

AGENDA NUMBER: VI.F. **MEETING DATE:** May 19, 2022

REPORT TO THE BOARD OF MAYOR AND ALDERMEN

PREPARED BY: William E. McKelvey, Public Works Director

SUBJECT: Approval of Bid for Contract #2022-08: Annual Town Hall HVAC Maintenance

INTRODUCTION: The purpose of this agenda item is to consider bids and award Contract #2022-08: Annual Town Hall HVAC Maintenance to the chosen contractor.

STRATEGIC PLAN: This agenda item addresses one of the Town of Farragut's Critical Success Factors of maintaining the Town's infrastructure and assets by ensuring proper preventative maintenance is performed at regular intervals to keep the HVAC units in optimal working condition.

BACKGROUND: This contract is for a full-service maintenance agreement which covers all aspects of the units from changing filters to replacement of an entire unit if needed. Regardless of the necessary maintenance all issues are covered under this contract. If the vendor is doing all of the preventative maintenance on the units, this should lower the overall cost which benefits the vendor and the Town.

DISCUSSION: On May 12, 2022, we opened bids from three (3) contractors and Public Works recommends awarding the contract to the vendor Del Air Mechanical, based on their yearly pricing and their ability to perform the required work. Additionally, Del Air Mechanical has serviced our units for the past six (6) years under two different contracts and the Town is very pleased with the service they have provided.

BID TABULATIONS:

BIDDER	BID QUANTITY, YEAR, MAKE AND MODEL	BID PRICE
VENDOR: Del Air Mechanical **LOCATION:** 135 Chickamauga Avenue Knoxville TN 37917	Year 1: Year 2: Year 3:	$14,000.00 $14,140.00 $14,280.00
VENDOR: J & F Mechanical Inc. **LOCATION:** 4589 Rutledge Pike Rutledge, TN 37861	Year 1: Year 2: Year 3:	$32,940.00 $35,575.00 $37,575.00
VENDOR: Interstate Mechanical Service **LOCATION:** 3200 Henson Drive Knoxville TN 37950	Year 1: Year 2: Year 3:	$20,153.00 $20,153.00 $20,153.00

FINANCIAL SECTION:

Account Number: **General Government Budget-Building Maintenance**

Total Budget	Contracted Amount	Remaining Amount
$43,000	$14,000	29,000

Approved By: A. Myers

RECOMMENDATION BY: Bud McKelvey, Public Works Director, for approval.

PROPOSED MOTION: Approval of a bid award for Contract #2022-08 to **Del Air Mechanical** in the amount of $14,000, $14,140, and $14,280 for contract years 1, 2 and 3 respectively.

BOARD ACTION:

MOTION BY: ______________________ **SECONDED BY:** ______________________

VOTE / TOTAL	Williams	Povlin	Pinchok	Meyer	Burnette
YES					
NO					
ABSTAIN					