

**RESOLUTION NO. 25-66**

**A RESOLUTION ADOPTING THE RECORDS RETENTION POLICY**

**WHEREAS**, the City of Spring Hill, Tennessee recognizes the importance of maintaining a comprehensive and legally compliant records retention policy to ensure the proper management, preservation, and disposition of public records in accordance with state laws, the Tennessee Public Records Act, and guidance from the Municipal Technical Advisory Service (MTAS); and

**WHEREAS**, the City has reviewed a proposed Records Retention Policy that addresses the retention and disposal of physical and electronic records, including emails, and establishes a detailed retention schedule for various types of records, including financial, administrative, personnel, and police records; and

**WHEREAS**, the adoption of this Records Retention Policy will promote transparency, accountability, and efficiency in the management of City records, thereby supporting the City's mission and public trust;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee, that the attached Records Retention Policy be and hereby is adopted as the official records retention policy for the City, effective immediately upon passage of this resolution; and

**BE IT FURTHER RESOLVED** that the City Recorder is directed to ensure that this policy is disseminated to all relevant City departments and that procedures are implemented for its compliance and periodic review in accordance with state and federal requirements.

**Passed and adopted by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee on the 3rd day of March, 2025.**

  
Jim Hagaman, Mayor

ATTEST:

  
April Goad, City Recorder

LEGAL FORM APPROVED:

  
Patriek Carter, City Attorney

## **CITY OF SPRING HILL, TENNESSEE RECORDS RETENTION POLICY**

### **SECTION 1: PURPOSE**

The purpose of this policy is to establish a consistent and legally compliant approach to records retention, maintenance, and disposal for the City of Spring Hill, Tennessee. This policy ensures compliance with Tennessee Public Records Law, guidance from the Municipal Technical Advisory Service (MTAS), and applicable state and federal laws.

### **SECTION 2: SCOPE**

This policy applies to all departments, offices, boards, and commissions within the City of Spring Hill. It governs the retention and disposal of physical and electronic records, including but not limited to financial, legal, administrative, and historical documents.

### **SECTION 3: RECORDS RETENTION SCHEDULE**

The City adopts the records retention schedules recommended by MTAS and the Tennessee State Library and Archives. Key retention periods include, but are not limited to:

- **Meeting Minutes & Ordinances** – Permanent
- **Contracts & Agreements** – 7 years after expiration
- **Financial Records (e.g., audits, budgets, payroll)** – 5-7 years
- **Personnel Records** – Retained according to state and federal requirements
- **Public Works & Planning Records** – Permanent or per MTAS guidelines
- **Permits & Licenses** – 5-10 years
- **Correspondence & Administrative Records** – 3-5 years, unless of historical value
- **Capital Improvement Projects (CIP)** -7 years after completion of project and/or expiration of guarantees
- **Utility Departments**-guidelines as outlined in TDEC Rules and Regulations, Section 0400-45-01-.20 [https://publications.tnsosfiles.com/rules/0400/0400-45-01.20190217.pdf](https://publications.tnsosfiles.com/rules/0400/0400-45/0400-45-01.20190217.pdf)
- **Electronic Records & Emails** – Retention based on content, following state guidelines

#### **Police Records:**

- **Misdemeanor Incident Reports:** 5 years
- **Felony Incident Reports:** 16 years (unless Capital offense, then permanent)
- **Arrest Reports:** 100 years
- **Missing Person/Runaway Reports:** 100 years, or until located
- **Accident Reports:** 4 years
- **Minor Damage Reports:** 4 years
- **DL/Tag Receipts:** 4 years
- **Tow Slip Receipts:** 4 years
- **Citations:** 3 years
- **Receipt Books:** 7 years
- **Public Records Request/Background Check:** 3 years

- **Seizure Paperwork:** 4 years

A detailed records retention schedule shall be maintained and updated as needed to comply with state law.

#### **SECTION 4: RECORDS STORAGE & SECURITY**

- Physical records shall be stored in designated areas with proper security measures.
- Electronic records must be backed up regularly and stored securely to prevent unauthorized access.
- Confidential records shall be safeguarded in accordance with legal requirements.

#### **SECTION 5: RECORDS DISPOSAL PROCEDURES**

- Records shall be disposed of in accordance with the approved retention schedule.
- Disposal methods may include shredding, digital deletion, or other appropriate means ensuring confidentiality where necessary.
- No record shall be destroyed without prior approval from the Records Custodian and compliance with Tennessee state law.

#### **SECTION 6: RECORDS REQUESTS & ACCESS**

- Public records requests shall be handled in accordance with the Tennessee Public Records Act (T.C.A. §10-7-503).
- The City Recorder serves as the designated Public Records Custodian and will process requests in compliance with state law.
- Records deemed confidential by law (e.g., personnel files, attorney-client privileged documents) shall not be disclosed.

#### **SECTION 7: POLICY REVIEW & UPDATES**

This policy shall be reviewed periodically by the City Recorder and legal counsel to ensure continued compliance with legal requirements and best practices.

#### **SECTION 8: EFFECTIVE DATE**

This policy shall take effect upon approval by the Board of Mayor and Aldermen and shall remain in force until amended or replaced.

Adopted March 3, 2025