



County Technical Assistance Service
INSTITUTE *for* PUBLIC SERVICE

May 01, 2025

Approval and Filing of the Policies

Dear Reader:

The following document was created from the CTAS website (ctas.tennessee.edu). This website is maintained by CTAS staff and seeks to represent the most current information regarding issues relative to Tennessee county government.

We hope this information will be useful to you; reference to it will assist you with many of the questions that will arise in your tenure with county government. However, the *Tennessee Code Annotated* and other relevant laws or regulations should always be consulted before any action is taken based upon the contents of this document.

Please feel free to contact us if you have questions or comments regarding this information or any other CTAS website material.

Sincerely,

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Approval and Filing of the Policies

Reference Number: CTAS-1110

When the policies have been prepared, they must be sent to the designated attorney for review for compliance with the law.

When the attorney is satisfied that the policies are in compliance with the law, they are submitted to the county legislative body. Depending on the type of policy, the county legislative body either approves the policies or notes their filing, as follows:

- Countywide policies must be submitted to the county legislative body for approval. *The county legislative body must approve or disapprove the policies as a whole.* The county legislative body cannot make changes in individual policies. If the county legislative body disapproves the policies, they must be sent back to the person or group who prepared them for revision and re-submission to the county legislative body for approval. The designated attorney must review any changes as well. The policies must be approved by the county legislative body and filed in the minutes in the office of the county clerk.
- Individual office policies adopted separately by county officials are filed with the county legislative body *but are not required to be approved by the county legislative body.* These separate policies prepared by county officials are submitted only for inclusion in the minutes to be filed in the county clerk's office. The only reason for not accepting these policies for inclusion in the minutes would be failure to obtain the required review and approval of the attorney.

Source URL: <https://www.ctas.tennessee.edu/eli/approval-and-filing-policies>