



County Technical Assistance Service  
INSTITUTE for PUBLIC SERVICE

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# The Advantages of a Public Records Commission

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Dear Reader:

The following document was created from the CTAS website ([ctas.tennessee.edu](http://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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# The Advantages of a Public Records Commission

Reference Number: CTAS-1151

Although the law requires that every county create a public records commission, there are more advantages to creating the commission than simply fulfilling the legal requirement. An active records commission helps to manage the records that your county generates efficiently and legally. Destroying out of date, temporary records alleviates records storage problems and frees up space in offices, possibly postponing the need for renovation or expansion of offices. If the records commission takes the additional measures suggested and works with the county to create an archives, the county has ensured that it has fulfilled its duty to provide long term access to public records as mandated by the Tennessee Code. Additionally, having an active PRC also demonstrates to the citizens of your county that its government is meeting its legal and custodial responsibilities of caring for public records.

For more information on how to get your PRC up and running, contact the Archives Development Program at the Tennessee State Library and Archives.

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