



County Technical Assistance Service
INSTITUTE for PUBLIC SERVICE

May 18, 2024

Master List of Records Included in the Disposition Schedules

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,

The University of Tennessee
County Technical Assistance Service
226 Anne Dallas Dudley Boulevard, Suite 400
Nashville, Tennessee 37219
615.532.3555 phone
615.532.3699 fax
www.ctas.tennessee.edu

Master List of Records Included in the Disposition Schedules	3
---	----------

Master List of Records Included in the Disposition Schedules

Reference Number: CTAS-2068

01 Assessor of Property Records

Aerial photographs

Appeals and reports to the state board of equalization and court appeals

Application for classification of real property under the agricultural forest and open space land act (greenbelt)

Assessment exemptions, applications for

Assessment rolls

Board of equalization minutes and reports

Building permits, copies of

CAAS cards

Certificates of public utilities tax valuations by office of state assessed properties

Correctional book or file (also includes proration book)

Deeds, copies of

Field books (aka mini-maps, mapping)

Income expense records

Maintenance log of all property transfers

Maps, soil delineation and land value

Ownership maps and index, rural and urban

Personal property — audit records

Personal property — record cards and tax schedule forms

Property transfers, record of (ledgers)

Sales verification forms

Obsolete Assessor's Records

Data processing tapes

Date take off forms, for comparable sales

Date take of forms, for updating

Merchant's ad valorem tax ledgers

N.A.L. Cards (Name, address, legal description cards)

Petitions for review of assessment

02 County Clerk Records

Accounting records

Animal pedigrees, record of

Appropriation dockets

Audit reports

Automobile dealer license books

Aye and nay dockets

Beer permits

Beer tax reports and receipts

Beverage bonds

Births, record of

Board of equalization, certification of assessments
Brands and cattle marks, register of
Business license
Cash books, daily
Cash journals
Cemetery company reports
Charters of incorporation, register of
Checks and check stubs
Contractor license books
County legislative body minutes
County legislative body rough minutes and roll calls
Deaths, record of
Distress warrants
Distress warrant stubs
Drainage district minutes
Drainage district papers
Election records
Hunting and fishing license reports
Inheritance tax books
Insurance company (certificates of authority)
Jury service list
Marriage applications, notices and affidavits
Marriage bonds and oath
Marriage files
Marriage, record of
Military service, register of
Miscellaneous bonds
Motor vehicle license reports
Motor vehicle license sales report audits
Motor vehicle registration certificates
Motor vehicle title applications
Motor vehicle title application reports
Motor vehicle transfer certificates
Motor vehicle transfer reports
Notaries public, affidavits of
Notaries public, record of commissions
Notaries public, registers of
Official bonds and oaths
Pauper's oaths to do business without license
Pawnbroker's licenses, applications for and related records
Personnel policies
Powers of attorney, record of
Privilege license books
Probate deed books

Probate court records generally
Railroad bonds, record of
Real estate applications, licenses, and bonds
Reports of county officials, institutions, commissions and committees
Revenue dockets
Road appointment (commissioner's books)
Road contracts and bonds
Road orders, record of
School census records
Tax lists
Title pledge lender's licenses, applications for and related records
Voters, register of
Vouchers
Voucher stubs
Warrants
Warrants, registers of
Wheel tax receipts
Registers of Professionals
Chiropractors, register of
Dentists, register of
Nurses, register of
Optometrists, register of
Osteopaths, register of
Physician's, register of
Veterinarians, register of

***Obsolete Records of the
County Clerk***

Assignments
Commitment records
Dog registers
Jail accounts
Liquor shipments, record of
Merchants' bonds and oaths
Merchant's statements, record of
Motor vehicle identification certificates
Motor vehicle identification certificates holder reports
Motor vehicle dealer's sales reports
Operator's license renewal reports
Privilege license monthly reports
Privilege license registers
Railroad assessments
Railroad taxes collected, record of
Realty transfer tax collections, record of

Road hand and tax books
Tippler's bonds and oaths
Tippler's licenses
Tippler's revenue books

03 County Mayor Records

Accounts paid files and ledgers
Audits, annual
Bids (on equipment and supplies)
Bills of costs
Bonded Indebtedness, record of
Bonds and coupons
Budget records and reports
Contracts
Easements, highway right-of-way
Federal occupations health and safety administration reports
Federal revenue sharing records
General ledger accounts
Highway commission minutes (if county mayor serves as chairman)
Insurance policies
Invoices
Mutual aid records
Payroll records
Receipt books
Receivable warrant books
Relief orders
Reports of county officials
Trustee's cash reconciliation report
Vouchers
Warrants
Warrant duplicate records (carbon copies)
Warrant registers

04 Circuit and Criminal Court Records

A. Civil Action Files

Briefs
Civil actions, record of
Discovery records, civil cases
Doctor's depositions in workers compensation cases
Judge's opinions
Summonses
Trial exhibits and evidence

B. Bonds

Appearance and bail bond records

Attachment and injunction bonds

Cost bonds, civil cases

Miscellaneous bond books

Prosecution bonds

C. Criminal Action Files

Criminal actions, record of

Detainer warrants

Indictments or presentments by grand jury

Recordings of criminal proceedings

Summons, criminal

D. Dockets

Alimony and child support dockets and ledgers

Appeal dockets

Appearance and rule dockets

Bar dockets

Delinquent tax docket book

Execution dockets and indexes

Grand jury dockets

Motion dockets

Rule dockets and indexes

Worker's compensation dockets

E. Financial Records

Bills of costs

Case ledgers

Fee reports

General account ledgers

Payroll records

Receipt books, delinquent tax

Unclaimed funds, record of

F. Index Books

Divorce and adoption cases, index

General index

Hospital lien index

Judgment index books

Minute books and indexes

G. Process, Court Orders, Writs, Etc.

Affidavit of complaint

Attachments on personal property

Attachments on real property

Capias

Criminal citation

Executions

Fieri facias

Garnishments

Habeas corpus, writs of

Mittimuses

Replevin warrants (writs of possession)

Search warrants

Subpoenas

Warrants

Writ of possession

H. Reports

Audit reports

Delinquent tax collections reports

Grand jury reports

Litigation tax reports

Revenue dockets or reports

Sale books or reports

Special commissioners reports

Worker's compensation payment records

I. Other Records

Adoption files

Bastardy proceedings, records of

Bastardy cases and changes of names, records of

Domestic relations records

Hospital lien

Hospital lien book

In memoriam books

Judgment books

Jury books

Jury commission records

Jury list book

Land condemnation records

Land sale newspaper clippings

Minute books

Naturalization records

Plan and plat records

Receipts for papers

Sale books

Sheriff's receipt books

Witness books

***Obsolete Circuit and Criminal
Court Records***

Enrollment books

Retired cases dockets

Subpoena and commission dockets

05 Clerk and Master Records

A. Civil Action Files

Briefs

Chancellor's opinions

Civil actions, record of

Discovery records

Doctor's depositions in workers compensation cases

Summonses

Trial exhibits and evidence

B. Bonds

Appearance and bail bond records

Attachment and injunction bonds

Cost bonds, civil cases

Guardian's bonds

Miscellaneous bond books

C. Dockets

Alimony and child support dockets
and ledgers

Appeal dockets

Appearance and rule dockets

Bar dockets

Delinquent tax docket book

Distribution dockets

Execution dockets and indexes

Guardian and trustee dockets

Motion dockets

Rule dockets and indexes

Worker's compensation dockets

D. Financial Records

Fee books

General account ledgers

Investment ledger

Notes

Payroll records

Receipt books

Receipt books, delinquent tax

Unclaimed funds, record of

E. Guardian and Conservatorship Records

Administrator and guardian notifications, (appointments) record of

Conservator's bonds

Conservator's bonds, record of

Conservator's settlements, record of

Guardian's bonds and letters

Guardian files

Guardian rule dockets

Guardian settlements, record of

Ward receipts

F. Index Books

Divorce and adoption cases, index

General index

Guardian index

Judgment index books

Minute books and indexes

G. Probate Court Records

Abstracts of conveyances

Administrator's bonds

Administrator's bonds and letters, record of

Administrator's files (wills may be annexed)

Administrator's rule dockets

Administrator's settlements, record of

Estate receipts of executors, administrators and clerk

Estate sales, accounts of

Estate settlement files

Executor's bonds

Executor's bonds and letters index Executor's bonds and letters, record of

Executor's files

Executor's rule dockets

Executor's settlements, record of

Homestead, dower and dissent records

Insolvent estates proceedings, record of

Inventories of estates, record of

Land sales, record of

Notes, record of

Probate court minutes

Realty transfer record— probate court

Receipt books (a k a distribution of estates books)

Receipts, miscellaneous

Rule dockets

Settlements

Trustees and assignee's bonds and oaths

Trustees and assignee's bonds and oaths, record of

Widows' and orphans' provisions, record of

Wills

Wills, record of

H. Process, Court Orders, Writs, Etc.

Attachments on personal property

Attachments on real property

Executions

Fieri facias
Garnishments
Habeas corpus, writs of
Replevin warrants (writs of possession)
Subpoenas
Warrants
Writ of possession

I. Reports

Audit reports
Clerk and master (financial) reports
Delinquent tax collections reports
Litigation tax reports
Revenue dockets or reports
Sale books or reports
Special commissioners reports
Worker's compensation payment records

J. Other Records

Adoption files
Chamber minutes and indexes
Delinquent tax lists
In memoriam books
Insanity proceedings, record of
Insurance policies
Land condemnation records
Land sale newspaper clippings
Names and birth dates corrected, records of
Naturalization records
Non-support files
Plan and plat records
Publication books
Witness books

***Obsolete Clerk and
Master Records***

Enrollment books
Fee reports
Judgment books
Retired cases dockets
Subpoena and commission dockets

06 General Sessions Court Records

Forcible entry and detainer process
General sessions docket book, civil
General sessions docket book, criminal (state)
Reports (general sessions)

Warrants

Warrants and orders, miscellaneous

Obsolete General Sessions Records

Justice of the peace civil dockets

Justice of the peace criminal dockets

07 Juvenile Court Records

Investigative files and reports

Judge and referee orders

Juvenile court docket

Juvenile court minutes

Petitions

Rule dockets and indexes

08 Department of Education Records

Accountability for 200 days

Annual report of professional personnel

Attendance agreements of out-of-district and out-of-state students

Audits of internal school activity funds

Audits of local school departments

Budget, annual operating

Building plans

Bus operator's bonds (blanket bonds)

Career ladder—certifications recommendation form

Career ladder—local evaluation report form for probationary, apprentice, and career level I teachers

Certifications of certificated personnel

Contracts, construction

Contracts, employee

Contracts, personal service of independent contractor

Cumulative pupil record

Deeds

Eighth grade graduates report

Federal title projects records

Financial report, annual public school

Fire safety inspection and similar reports

General ledger accounts

High school diploma certification and roster of graduates

Home school registration form

Immunization records

Insurance policies

Inventories

Invoices (also purchase orders, requisitions, etc.)

Legal opinions and court decisions

Membership/attendance reports
Minutes, board of education
Monthly trustee's report
Petitions
Preliminary report—grades PK-12 school report
Preliminary report—Summer school
Preliminary staff report
Receipts
Reconciliation of fund cash to trustee
Report of school system/school compliance
Requisition for equivalency highschool diplomas
School food service reports
Special education census
Special education—certification of services and listing of inappropriately served and of suspected students with disabilities
Special education record
Statistical report, annual
Superintendent's report of suspensions and expulsions
System-wide personnel compliance sheet
Textbook reports
Transportation report, annual pupil
Vehicle maintenance record
Vocational education final expenditure report
Vocational education—mgmt. info sys. (MIS) enrollment form
Vocational—technical education (adult) statistical report
Warrants
Warrant register

Obsolete Education Records

Census records
Final BEP accountability summary
In-school suspension and/or alternative school records
Orders and assignments by teachers
Out of district attendance reports
Principal's monthly attendance report
Quarterly financial report to county legislative body
Requests for holding in abeyance
School plant report, annual
School registers
Tennessee Foundation report
Vocation education—program enrollment and information sheet

09 Election Commission Records

Absentee ballots, application for

Absentee voters, list of
Audit of election results
Ballots (paper)
Ballots (sample)
Candidate lists
Certificate of election
Certification of political party nominees
Death notices
Election commission correspondence, general
Election commission correspondence, policy and procedures
Election commission, meeting agenda and election notices
Election commission minutes
Election results
Financial disclosure statements and supplemental reports
Financial records
Financial records, budget
Legal records
Official statement of results
Personnel records
Poll books (duplicate)
Poll worker records
Precinct maps
Public notices
Purchasing records
Purged voter cards
Reapportionment records
Qualifying petitions
Register of poll watchers
Staff reports
Tabulation of election results
Voter registration by mail, list
Voter registration records, inactive files
Voter registration records, verification/confirmation programs
Voter signature list
Voting machines, records of
Voting machine keys, record of

10 Highway Department Records

Annual work program for state aid
Bids
Bridge project files, federal, state and local
County road list
Deeds of rights of way, easements, etc.
Equipment inventory

Fence row agreement
Grant documentation and files
Insurance policies
Invoices (not part of a bridge or road project file)
Mining report
Minutes of bid openings
Minutes of highway commission meetings
OSHA records and other records on injuries
Outstanding warrants, list of
Personnel records
Reports to county legislative body
Road project files
Settlement agreements
Sign inventory
Warrants (copies) and/or warrant book stubs
Work orders

Obsolete Highway Dept. Records

Gasoline report to state (copy)

11 Register of Deeds Records

Affidavit releases
Articles of association
Articles of conversion
Bills of sale
Bonds of county officials, register of
Bond to discharge lien
Certificate of limited partnership
Certificate of merger
Charters, record of
Contracts (personal property)
Deed indexes, direct and indirect
Deeds, record of
Deeds of trust, record of
Dormant mineral interest book
Farm names, register of
Greenbelt applications
Greenbelt certifications of agricultural use
Judgment enrollment records
Land entries
Land grants
Land sold for taxes, record of
Leases
Liens, mechanic

Liens, mechanic and materialmans
Liens, notice of lawsuit
Liens, tax
Maps and map books
Military discharges, records of
Mortgages, real estate, index to
Mortgages, real estate, record of (trust deeds)
Notebooks
Notice and terminations of lis pendens
Notice of completion
Oil and gas leases
Options to purchase land
Plats, plat books, and indexes
Powers of attorney, record of
Releases of mortgages, liens and deeds of trust on land, record of
Reports of register to county executive and/or county commission
Reports of state transfer and mortgage taxes to dept. of revenue
Surveyor's books
Underground utilities, notice of
Uniform commercial code instruments
U.C.C. instruments, index for

Obsolete Register's Records

Bankruptcies, record of
Chattel mortgages, record of
Chattel mortgage indexes
Register's dockets (bills of sales)
Tobacco Loan Books

12 Sheriff's Records

Accident reports
Armory records
Arrest records (and case files)
Board bills
Case files
Cash journal
Complaint reports (citizen)
Fingerprinting records
Identification files
Inmate census records
Inmate conduct records
Inmate financial records
Inmate grievance records
Inmate medical records

Inmate registers (jail registers)
Inmate visitation records
Internal investigation records
Judgment orders (a k a statement of sentence) and release orders
Missing person/runaway records
Mittimus (committal records)
Pawnbroker's records of transactions
Personnel records
Processes served, record of
Psychological evaluations of inmates
Radio logs
Receipt books (general)
Receipt for property returned to inmate on release
Reports of inmates/prisoners
Reports of jail inspections
Reports of trustees
Sheriff's sales, records of
Training records
Vehicle maintenance records
Vouchers
Workhouse commission minutes
Workhouse docket
Workhouse expenses, record of
Work release financial records

Obsolete Sheriff's Records

Weapons, permits to purchase

13 Solid Waste Department and Landfill Records

A. Planning Records

Annual solid waste progress report by the region
Creation and formation of solid waste region, records of
Ten year municipal solid waste region plan
Updates to municipal solid waste plan

B. Recycling Records

Annual report of materials collected at recycling center by operator

C. Landfill Records

Amount of solid waste (in tons) received at municipal solid waste facilities, records of
Approved permit applications for solid waste disposal facilities
Closure/post-closure landfill plan
Gas migration control standard
Groundwater sampling records
Monitoring records
Permit-by-rule authorizations and records

Random inspection records
Special waste approvals and records

14 Trustee Records

Bank deposit books
Bank deposit slips
Bank statements
Canceled checks
Cash books
Cash journals
Check books
Delinquent real estate tax reports
Delinquent tax receipt books
Dog tax books
General (misc.) receipt ledgers
Investment ledgers
Misc. receipts from other offices receiving money, records of
Pickup tax books
Property tax relief report
Receipt books
Reports, daily (cash reconciliation)
Reports of trustee to county legislative body and county executive (duplicate copy)
Sales tax reports
Special district supplemental tax books
Tax books (a k a tax lists, tax roll, roll books)
Tax cases sent to clerk and master, record of
Tax collector's or tax deputies report to trustee
Warrants
Warrant registers

Obsolete Trustee Records

Delinquent poll tax books
Fee books
Highway account books
Poll tax books
Receivable warrant registers
Road improvement assessment books
Road overseer settlement books
Road warrant books
School fund books (receipts and disbursements)
School receipt register books
School receipts, reports of
Tax exemptions for fox scalps, record of

15 Accounting, Purchasing and Miscellaneous Records

Accounts paid files and ledgers
Autopsy
Bank deposit books
Bank deposit slips
Bank statements
Bids, successful (on equipment and supplies)
Bids, unsuccessful
Bonds, records of
Building plans
Canceled checks
Cash books and cash journals
Check books
Contracts
Correspondence files
Facility inspection and maintenance records
Fee books
Fixed assets inventory
Grant development and proposal files
General ledger
General ledger accounts
Insurance policies
Invoices
Leases and agreements
Minutes
Minutes of bid openings
Payroll records
Purchase orders
Receipts and receipt books
Requisitions and requisitions for purchase
Successful bids
Travel Authorizations
Unclaimed funds, record of
Vehicle maintenance records
Warrants

16 Employment Records

Advertisements regarding job openings, promotions, training programs or overtime work
Age records
Americans with disability act— employer records
Applications, resumes or other replies to job advertisements, including temporary positions
Bloodborne pathogens/infectious material standard
Citizenship or authorization to work
Contracts, employment

Demotion records
Discrimination or enforcement charges
Drug testing records
EEOC information
Employee earnings records
Employer information report
Employment tax records
Family and medical leave act records
Garnishment documents
Group health insurance coverage after certain qualifying events
Hazard communications (hazardous materials exposure records)
Hiring records
Insurance/retirement plans
Layoff selection
Material safety data sheets
Military leave records
Occupational injuries and illness records
Older workers benefit protection act— employer records
Payroll records—additions or deductions from records paid
Payroll records for age discrimination in employment act purposes
Payroll records for FLSA—exempt and non-exempt employees
Payroll records for Title VII purposes
Payroll records—records regarding basis for determining wage levels
Personnel files
Personnel policies
Physical/medical records
Physical/medical records under FMLA
Physical/medical records under OSHA
Promotion records or notices
Seniority or merit rating systems
Termination records
Transfer records
Travel authorizations
W-2s and 941s
W-4s
Wage rate tables

17 Animal Control Records

Activity reports
Adoption contracts
Annual reports
Bite reports
Complaints, record of
Controlled substances, log of

Dispatching log
Euthanasia report
Field reports (daily)
Impound log
Rabies certificate
Return to owner, records of
Spay/Neuter deposit, record of
Surrender of Animal, record of

18 Fire Department Records

Arson investigation reports
Bloodborne pathogens/infectious materials standard
Burn permits
Fire incident reports
Fire safety inspection and similar reports
Firefighter annual certification of fitness to perform job functions
Firefighter annual facemask fit test records
Material safety data sheets
Physical/medical records
Radio and telephone logs
Time worked records
Training records
Vehicle and equipment maintenance records

19 Planning and Zoning Records

Board of zoning appeals action
Building inspection and similar reports
Comprehensive growth plan
Minutes of commissions and boards
Plan and plat records
Regional plan or major road plan
Reports/recommendations of the planning commission to the governing body
Request for zoning change
Studies and reports of the planning commission
Subdivision regulations
Zoning map and ordinance

Source URL: <https://www.ctas.tennessee.edu/eli/master-list-records-included-disposition-schedules>