



April 26, 2025

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# Issuance Documents

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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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County Technical Assistance Service  
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# Issuance Documents

Reference Number: CTAS-1774

The county should maintain a permanent record location for all documents related to debt issues. Various documents exist related to your county debt. Some documents may be a bound bond book; other information may be in a notebook or binder, or a manila folder. Each issue should be separately labeled, filed and kept in a secured location.

Recommended Practice: Have all your county debt instruments (documents) collectively in one secure location

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**Source URL:** <https://www.ctas.tennessee.edu/eli/issuance-documents>