



December 24, 2024

County Clerk Records Retention Schedule

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

Table of Contents

| | |
|--|----------|
| County Clerk Records Retention Schedule | 3 |
|--|----------|

County Clerk Records Retention Schedule

Reference Number: CTAS-2050

County Clerk Records. The records included in this schedule are only those specific to the office of the county clerk. Records that may be kept in the same format by several county offices (such as employment records, purchasing records, etc.) will be found listed under topical retention schedules in this manual. As various types of taxes and registers have come and gone over the decades and as the duties of the county clerk changed, many functions and records of this office in particular have become obsolete. Included in this table is a listing of "obsolete" records. Your office should no longer be generating these records. They are still included in the disposition schedule so that anyone discovering those materials in older records of the office will know how to deal with them. As a repository of many basic county records, the office of the county clerk maintains a large number of records that have historical significance and must be kept permanently. When using this table, keep in mind that to a certain extent, the records kept by county offices vary from county to county in either the format of record kept, the name given to the record, or the frequency of its occurrence. The fact that a certain record is listed in this schedule does not necessarily indicate that you should have it in your office. It may be a format for record-keeping that was never utilized in your county, or you may keep the record under a different name. If you have records in your office that are not listed in this schedule by name, check the descriptions of the records to see if we may have called it by a different term. If you still cannot locate any entry relative to the record, contact us at the County Technical Assistance Service for guidance in determining the proper disposition of the record and so that we can make note of that record's existence to include it in future revisions of this manual.

Retention Schedule for County Clerks

| Description of Record | Retention Period | Legal Authority/ Rationale |
|---|--|---|
| 02-001 Accounting Records — Monthly statements from banks in which county clerk's funds are deposited, showing dates of statements, names of banks, dates and amounts of deposits, dates and amounts of withdrawals, and balances. | Retain five years, then destroy. | Keep for audit purposes T.C.A. § 10-7-404(a). |
| 02-002 Animal Pedigrees, Record of —Animal pedigrees filed with and registered by the clerk showing name, kind of animal, name of owner, pertinent information, certificate of registration showing date of registration, and signature of clerk. | Permanent record. (Note however, that few offices are doing this.) | Necessary for checking lineage of animals. |
| 02-003 Appropriation Dockets —Record of appropriations made by the county legislative body for maintenance of county offices and institutions, and for payment of claims against the county, showing date of session, date claim filed, to whom payable, nature of claim or purpose of appropriation, and amount. | Retain five years after last entry, then destroy. | Keep for audit purposes T.C.A. § 10-7-404(a). |
| 02-004 Audit Reports —Audit reports of the office of county mayor, county judge, trustee, county clerk, register, circuit court clerk, clerk and master, sheriff, school superintendent, highway commissioner, and other county offices. Audit reports show name of office, name of fund or account, account of all receipts and disbursements, date of audit, and signature of auditor. | Preserve permanently one copy of all audits. | Keep for historical purposes |
| 02-005 Automobile Dealer License Books —Recorded copies of original licenses issued automobile dealers by the state, showing name and address of firm, date, fee, date recorded, and clerk's signature. | Retain five years after all licenses in book have expired, then destroy. | Keep for audit purposes T.C.A. § 10-7-404(a). |

Retention Schedule for County Clerks

| Description of Record | Retention Period | Legal Authority/ Rationale |
|--|--|---|
| <p>02-006 Aye and Nay Dockets—Record of members of the quarterly court and county legislative body present at each session and their votes on matters of business presented showing dates of sessions, names of magistrates or county commissioners, nature of matter presented, and nature of vote.</p> | <p>Permanent record, except in those counties where all records are in minutes, if so, then destroy after three years.</p> | <p>Keep for historical purposes</p> |
| <p>02-007 Beer Permits—Duplicate of permits issued to persons selling legalized beverages (beer), showing name of licensee, business address, date issued, permit number and signature of commissioners approving the issuance of the license.</p> | <p>Retain five years after permit is terminated, then destroy.</p> | <p>Keep for audit purposes T.C.A. § 10-7-404(a).</p> |
| <p>02-008 Beer Tax Reports and Receipts—Reports from wholesale beer distributors showing brands of beer, number of units sold, unit prices and tax remitted. Receipts from trustee from money submitted by county clerk may also be in file.</p> | <p>Retain five years after creation, then destroy.</p> | <p>Keep for audit purposes T.C.A. § 10-7-404(a).</p> |
| <p>02-009 Beverage Bonds—Original bonds, loose and bound, made by persons applying for license to sell beer and other legalized beverages, showing names of principal and sureties, amount of bond, location of business, state registration number, county permit number, date of bond, approval of the clerk, and signatures of principal, sureties, and clerk.</p> | <p>Retain individual bonds three years after expiration, replacement or release of the bond, or termination of the business, then destroy, provided all liabilities are liquidated. These provisions should apply to all bonds in beverage bond books before disposal of the book.</p> | <p>Keep for audit purposes T.C.A. § 10-7-404(a).</p> |
| <p>02-010 Birth, Record of—Record of births reported showing date of birth, name of child, sex, color, names of parents, place of birth, and district number. The earliest of these records, reported by justices of the peace, may also show nativity of parents, occupation of father, residence of parents, and date recorded by the clerk.</p> | <p>Preserve permanently volumes containing entries prior to 1914; destroy volumes with all entries after 1914.</p> | <p>Keep for historical purposes except, where as indicated, the record is kept by another office.</p> |
| <p>02-011 Board of Equalization, Certification of Assessments—Certificate required by T.C.A. Section 67-5-1410 wherein members of county board of equalization certify that all appeals of the assessments and classifications of property have been examined and changes made which are proper, just and equitable and are prescribed by law.</p> | <p>Retain for five years, then destroy.</p> | <p>Keep for audit purposes (T.C.A. § 10-7-404(a)).</p> |
| <p>02-012 Brands and Cattle Marks, Register of — Record of cattle marks and brands showing names of owners of cattle and description of brands.</p> | <p>Permanent record.</p> | <p>Keep for historical purposes.</p> |
| <p>02-013 Business License—Original applications for licenses to engage in business showing name of applicant, kind of license, duration of license, date filed, and signature of applicant; shows signature of affiant, date of affidavit, and acknowledgment of notary public.</p> | <p>Retain five years after creation, then destroy.</p> | <p>Keep for audit purposes (T.C.A. § 10-7-404(a)).</p> |
| <p>02-014 Cash Books, Daily—Record of revenue</p> | <p>Retain five years after last</p> | <p>Keep for audit purposes</p> |

Retention Schedule for County Clerks

| Description of Record | Retention Period | Legal Authority/ Rationale |
|--|---|---|
| collected daily from all sources, shows date of collections, name of payor, purpose of payment and amount collected. | entry, then destroy. | (T.C.A. § 10-7-404(a)). |
| 02-015 Cash Journals —Summary of all cash receipts and disbursements by the clerk as a state revenue agent and as clerk of the probate and quarterly courts. Record of collections may show date, name of payor, purpose of payment, amount, account credited, and amount deposited. Disbursement record shows date, name of payee, purpose of payment, amount, bank withdrawals, and balances. | Retain 10 years, then eligible for destruction. | Comptroller’s office considers this record important for demonstrating patterns in investigations of mis-appropriation of funds (T.C.A. § 10-7-404(a)). |
| 02-016 Cemetery Company Reports —Annual reports made to the clerk by cemetery companies showing names of corporation, dates of incorporation, district in which located, names of lot owners, price of lot, amount paid, amount of funds set aside for improvements, names of banks in which funds are deposited, date of reports, signature of secretary and treasurer of incorporation, and acknowledgment of notary public. These reports are required to be made to the Department of Insurance where they are permanent records. | For reports are for years prior to 1968, maintain as a permanent record. After 1968, records filed and maintained elsewhere. Any reports for years after 1968 may be destroyed. | Record has historical significance. |
| 02-017 Charters of Incorporation, Registers of — Register of incorporation charters granted by the state showing part or all of the following: names of incorporators, name of corporation, location, nature of business, amount of capital stock, power and limitations of charter, date executed, date recorded. Since 1929, these charters have been filed with the register and the secretary of state. | Preserve permanently any charters issued before 1929. All charters after that date are filed elsewhere. Any records of those charters still found in the office of the county clerk may be destroyed. | Keep for historical purposes except, where as indicated, the record is kept by another office. |
| 02-018 Checks and Check Stubs | Retain five years, then destroy. | Keep for audit purposes (T.C.A. § 10-7-404(a)). |
| 02-019 Contractor License Books —Recorded copies of certificates of license issued to general contractors by the State Board for Licensing General Contractors showing certificate number, name of contractor, names of chairman and secretary of the State Board, date certificate issued, date recorded, and signature of the clerk. | Retain five years after all licenses in the book have expired, then destroy. | Keep for audit purposes (T.C.A. § 10-7-404(a)). |
| 02-020 County Legislative Body Minutes —Recorded minutes of the proceedings of the county legislative body, the quarterly sessions of county court, including various and sundry items such as fixing the tax levy, adoption of a budget, receiving financial reports from county officials and institutions, appropriation of funds for the maintenance and operations of county offices and institutions, and other items of a similar nature. | Permanent record. | Actions recorded in minutes are effective until superceded or rescinded. Also kept for historical purposes. |
| 02-021 County Legislative Body Rough Minutes and Roll Calls —Rough original copies of county legislative body minutes described in previous item. Includes audio tapes. | Retain until minutes are approved by county legislative body, then destroy in compliance with rules of the Public Records | Working paper. Destroy in compliance with T.C.A. § 10-7-406(b). |

Retention Schedule for County Clerks

| Description of Record | Retention Period | Legal Authority/ Rationale |
|---|--|---|
| 02-022 Deaths, Record of —Record of deaths reported showing date of death, name, sex, and color of deceased, marital status, cause of death, nativity, occupation, names and residence of parents, relationship of parents, if any, and date reported. | Commission. Preserve permanently original volumes containing entries prior to 1914; destroy other volumes. | Keep for historical purposes except, where as indicated, the record is kept by another office. |
| 02-023 Distress Warrants —Original warrants issued against persons exercising certain privileges without paying the privilege tax, showing name and address of person of whom warrant is issued, date of issue, amount of tax due, fees, and penalties. | If court action results, retain until final settlement of case, then destroy; if no court action, retain five years, then destroy. | Keep for audit purposes (T.C.A. § 10-7-404(a)). |
| 02-024 Distress Warrant Stubs —Stubs from which original warrants were detached, giving a complete record of each warrant with name, address, and business of all parties concerned. | Retain five years after issuance of last warrant, then destroy. | Keep for audit purposes (T.C.A. § 10-7-404(a)). |
| 02-025 Drainage District Minutes —A record of all proceedings in drainage cases, including all orders made by the court, copies of original petitions, and all bonds required to be given, showing dates of petitions, names of petitioners, location and description of property to be affected, and benefits sought, date and amount of bond, and names of principal bondsmen. | Permanent record. | Actions recorded in minutes are effective until superceded or rescinded. Also kept for historical purposes. |
| 02-026 Drainage District Papers —miscellaneous reports of engineers, juries of view, and commissioners. Also may include correspondence, invoices, warrants, vouchers, and bids. | Retain 20 years after termination of drainage district, then destroy. | Files are used for determining prescriptive property rights. |
| 02-027 Election Records —Duplicate copies of poll books which are a record of individuals who voted in a particular election. Usually in the form of a book in manual counties; in the form of a computer print-out in computerized counties. | If manual poll book, keep for four years, if computer printout, keep for 6 years. | T.C.A. § 2-9-107. |
| 02-028 Hunting and Fishing License Reports — Duplicates of reports made to the state showing certain information found on licenses issued. | Retain five years, then destroy. | Keep for audit purposes (T.C.A. § 10-7-404(a)). |
| 02-029 Inheritance Tax Books —Record of matters pertaining to the collection of state tax on inheritances including recorded copy of commission issued to appraiser authorizing him to evaluate estate for assessment of tax; shows names of estate and appraiser, date issued, names of legatees, report of appraiser submitting itemized statement of all real and personal property involved, showing the appraised value of each item and date of report. Also record of total amount of tax collected, compensation of appraiser, clerk's fees, balance due the state, copies of receipts given by the clerk to persons paying tax, receipts from state for remittances of the clerk on such collections. | Permanent records. | Record has historical significance. Most are filed elsewhere now. |
| 02-030 Insurance Company Licenses (Certificates of Authority) —Copies of licenses issued by the State Department of Insurance | Retain five years after license has expired, then destroy. | Keep for audit purposes (T.C.A. § 10-7-404(a)). |

Retention Schedule for County Clerks

| Description of Record | Retention Period | Legal Authority/ Rationale |
|---|--|--|
| <p>and Banking authorizing duly qualified corporations to do business in this state, showing name and location of corporation, statement regarding amount of paid-up cash, capital and improved securities on deposit, authorization, seal, signature of the Commissioner of Insurance and Banking, certification that the foregoing is a true and correct copy of the license, and date filed with the clerk.</p> | <p>Retain five years, then destroy.</p> | <p>T.C.A. § 18-6-105. Keep for audit purposes (T.C.A. § 10-7-404(a)).</p> |
| <p>02-031 Jury Service List—List made by clerk of court when jury is discharged, showing name of juror, date issued, days of service, term of court, and amount claimed. This may be simply a listing of jurors' names, dates served, and amount due each juror. This list is to be delivered to the county clerk.</p> | <p>Retain five years, then destroy.</p> | <p>T.C.A. § 18-6-105. Keep for audit purposes (T.C.A. § 10-7-404(a)).</p> |
| <p>02-032 Marriage Applications, Notices, and Affidavits—Applications for marriage licenses showing date of application, names, ages, and addresses of contracting parties, names and addresses of female's parents, guardian, or next of kin, affidavit as to truthfulness of statements, signature of male applicant, and acknowledgment of the clerk; also copies of notice of filing application which the clerk mails to the parents, guardian, or next of kin of female applicant; affidavit as to girl's age showing name of affiant, relation to female applicant, name and correct age of said applicant, date of affidavit, signature of affiant, and acknowledgment of the clerk, justice of the peace, or notary public.</p> | <p>Retain 10 years, then destroy.</p> | <p>Keep in case a controversy arises.</p> |
| <p>02-033 Marriage Bonds and Oath—Original bonds executed by applicants for marriage licenses showing names of principal (groom) and sureties, amount of bond, names of contracting parties, condition of the obligation, date bond executed, and signatures of principal and sureties; oath states that both contracting parties are over 18 years of age, showing signature of affiant, date, and acknowledgment of the clerk.</p> | <p>Maintain five years in office, then transfer to library or archives for historical preservation at the discretion of the public records commission.</p> | <p>Keep in office case a controversy arises. Retained for longer period for historical purposes. May have significant historical or genealogical value because of the names of bondsmen.</p> |
| <p>02-034 Marriage Files—Files may contain statements of permission, blood test reports, and returned licenses showing names of contracting parties, date issued, signature of the clerk, date ceremony was performed, name of officiant, date of return, and date recorded in marriage record.</p> | <p>Retain statements of permission 10 years, then destroy. Retain returned licenses permanently. Blood test reports are obsolete and may be destroyed.</p> | <p>Retention period based on estimated need or interest of parties to the marriage and historical significance.</p> |
| <p>02-035 Marriage, Record of—Record of marriage licenses issued and returned showing number of license, date and place of marriage, names of contracting parties, color, age, birthplace, and residence of each; occupation of groom, name and official status of person performing ceremony, names and addresses of at least two witnesses, and date recorded.</p> | <p>Permanent record.</p> | <p>Keep for historical purposes.</p> |

Retention Schedule for County Clerks

| Description of Record | Retention Period | Legal Authority/ Rationale |
|---|---|--|
| <p>02-036 Military Service, Register of—Register of servicemen from county who served in World War I, showing name and address, date and place of birth, color, name and address of wife, branch of service, date and point of enlistment, date sworn in, company or vessel assigned to, and name of nearest relative to be notified in case of accident or death.</p> | <p>Permanent record.</p> | <p>Keep for historical significance.</p> |
| <p>02-037 Miscellaneous Bonds—May include bonds made by loan companies, pawn shops, bus companies, etc., showing names of principal and sureties, amount of bond, date executed, condition of the obligation, and signatures of principal and sureties.</p> | <p>Retain individual bonds three years after expiration, replacement, or release of the bond, or termination of the business, then destroy, provided all liabilities are liquidated. These provisions should apply to all bonds in bound volume before volume is destroyed.</p> | <p>Keep in case claims or controversies arise relative to these bonds.</p> |
| <p>02-038 Motor Vehicle License Reports—Reports to the state of vehicle licenses issued and showing for each issue the information given in the Motor Vehicle Registration Certificate listed below.</p> | <p>Retain five years from date of creation, then destroy.</p> | <p>Keep for audit purposes (T.C.A. § 10-7-404(a)).</p> |
| <p>02-039 Motor Vehicle License Sales Report Audits</p> | <p>Retain five years from date of creation, then destroy.</p> | <p>Keep for audit purposes (T.C.A. § 10-7-404(a)).</p> |
| <p>02-040 Motor Vehicle Registration Certificates— Copies of motor vehicle registration certificates showing make and class of car, license number, fees, motor number, year model, body type, evidence of title, previous year license number, owner's name and address, and signature of the clerk.</p> | <p>Retain five years from date of creation, then destroy.</p> | <p>Keep for audit purposes (T.C.A. § 10-7-404(a)).</p> |
| <p>02-041 Motor Vehicle Title Applications— Copies of motor vehicle title applications showing title number, manufacturer's identification number, make, year, model, body type, date purchased, whether new or used, number of cylinders, name and address of applicant, former title or registration number, state, license number, county number, lien information, signature of owner, fees, date of application, and acknowledgment of the clerk.</p> | <p>Retain five years from date of creation, then destroy.</p> | <p>Keep for audit purposes (T.C.A. § 10-7-404(a)).</p> |
| <p>02-042 Motor Vehicle Title Application Reports— Copies of reports to the state showing, for each vehicle application, the information in the Motor Vehicle Title Application listed above.</p> | <p>Retain five years from date of creation, then destroy.</p> | <p>Keep for audit purposes (T.C.A. § 10-7-404(a)).</p> |
| <p>02-043 Motor Vehicle Transfer Certificates— Copies of motor vehicle transfer certificates showing make and type of vehicle, horsepower, model, motor number, name and address of owner, to whom transferred, amount of fee collected and remitted to the state, date of transfer, date of report, and signature of the clerk.</p> | <p>Retain five years from date of creation, then destroy.</p> | <p>Keep for audit purposes (T.C.A. § 10-7-404(a)).</p> |
| <p>02-044 Motor Vehicle Transfer</p> | <p>Retain five years from date</p> | <p>Keep for audit purposes</p> |

Retention Schedule for County Clerks

| Description of Record | Retention Period | Legal Authority/ Rationale |
|---|---|---|
| Reports —Copies of reports to the state showing, for each vehicle transfer, the information given on the Motor Vehicle Transfer Certificate. | of creation, then destroy. | (T.C.A. § 10-7-404(a)). |
| 02-045 Notaries Public, Affidavits of | Prior to 1858, preserve permanently; after 1858 the state has record of all commissions. Counties should retain those records until expiration of commission, then destroy. | Current records kept for period based on term of commission of notary. Older records kept for historical purposes. |
| 02-046 Notaries Public, Record of Commissions —Recorded copies of commissions granted to notaries public showing name of notary, date of appointment, name of governor issuing commission, date of issuance, signatures of governor and secretary of state, date, and certification of county court clerk. | Prior to 1858, preserve permanently. After 1858, state has record of all notary commissions; retain until expiration of last recorded commission, then destroy. | Keep for historical purposes. |
| 02-047 Notaries Public, Registers of —List of notaries public showing dates elected and qualified and expiration of term. | Preserve registers with entries prior to 1858 permanently; destroy registers with all entries after 1858 after expiration of latest recorded commission. | Keep for historical purposes. |
| 02-048 Official Bonds and Oaths —Loose and bound original and recorded copies of the bonds and oaths of all officials required to file official bonds and/or oaths with the county clerk. Originals of many of the official bonds of county officials and constables have been deposited with the state comptroller of the treasury since 1957. Bonds generally show name of principal and sureties, amount of bond, date executed, condition of the obligation, date acknowledged and approved, signatures of principal, sureties and attorney-in-fact for bonding company, if any. | Maintain for 10 years after term covered by bond. | Keep in case of claims or controversies arise relative to these bonds. |
| 02-049 Pauper’s Oaths to do Business Without License —Affidavits of ex-servicemen made for the purpose of obtaining free ad valorem or privilege license, showing duration of service, nature of disability, if any, amounts of affidavit, signature of affiant, and clerk's acknowledgment. | If license is granted, retain until expiration of license and 10 years thereafter, then destroy; if license not granted, retain one year, then destroy. | Keep for audit purposes (T.C.A. § 10-7-404(a)). |
| 02-050 Pawnbroker’s Licenses, Applications for and Related Records —Record of application for pawnbroker’s license, related affidavits and certificates, copies of bonds or insurance policies. | Retain five years after licenses is terminated, then destroy. | Permits do not expire after a certain term. Keep record for audit purposes and to maintain accurate record of licensed pawnbrokers. |
| 02-051 Personnel Policies —County-wide personnel policies and policies of county offices that are required by T.C.A. § 5-23-101, et seq are required to be filed with the county clerk’s office. | Retain permanently. | T.C.A. § 5-23-101, et seq. |
| 02-052 Powers of Attorney, Record of —Record of legal appointment of persons to | Permanent record. Note, however, that these | Record may be significant for estates and land titles. May |

Retention Schedule for County Clerks

| Description of Record | Retention Period | Legal Authority/ Rationale |
|--|--|--|
| <p>act as agents for individuals or estates in such matters as signing documents, giving receipts, making sales, and collecting and disbursing funds; shows names of appointee and person making the appointment, date of appointment, notarization, date of recording, and signature of the clerk.</p> | <p>instruments are now recorded in Register's office. The clerk will only have old records.</p> | <p>also have historical significance.</p> |
| <p>02-053 Privilege License Books (See also Business Tax Records)—Duplicates of licenses issued to individuals or firms exercising taxable privileges, showing date issued, license number, name of licensee, amount of tax collected, privilege authorized to exercise, and clerk's signature.</p> | <p>Retain until last license in book expires and five years thereafter, then destroy.</p> | <p>Keep for audit purposes (T.C.A. § 10-7-404(a)). Note: There may be a confidentiality issue for certain items depending on the nature of the record.</p> |
| <p>02-054 Probate Deed Books—Record of deeds probated, showing names of parties, date of deed, date filed, amount of consideration, number of acres, location by civil districts, kind of deed, before whom acknowledged, state tax, and clerk's fee. May be called "Acknowledgment of Deeds Book."</p> | <p>Permanent record.</p> | <p>Has bearing on land title.</p> |
| <p>02-055 Probate Court Records Generally</p> | <p>See listing under clerks of court and clerks and masters Bonds and coupons may be destroyed after the audit is complete for the fiscal year during which the bonds were duly paid and canceled.</p> | <p>Follow procedures in T.C.A. § 9-21-123.</p> |
| <p>02-056 Railroad Bonds, Record of—Record of bonds issued to railroads by counties showing bond number, date issued, amount of bond, coupons paid and canceled by years, and remarks.</p> | <p>See listing under clerks of court and clerks and masters Bonds and coupons may be destroyed after the audit is complete for the fiscal year during which the bonds were duly paid and canceled.</p> | <p>Follow procedures in T.C.A. § 9-21-123.</p> |
| <p>02-057 Real Estate Applications, Licenses, and Bonds—Real estate agents' and salesmen's applications showing name of agent or salesman, purpose of application, residence and business address of applicant; copies of licenses showing number, name of agent or salesman, names of chairman and secretary of State Board, date license issued, date recorded, and signature of the clerk; bonds showing names of sureties, date and amount of bond, condition of the obligation, and signatures of principal and sureties. May be loose records or bound.</p> | <p>Destroy applications and licenses five years after expiration, or five years after expiration of all records in bound volumes; retain bonds five years after expiration, replacement, or release, then destroy after last bond in volume has expired.</p> | <p>Keep for audit purposes (T.C.A. § 10-7-404(a)).</p> |
| <p>02-058 Reports of County Officials, Institutions, Commissions and Committees—Reports submitted to the quarterly court containing data on finances, work performed, plans, personnel, etc. Some reports submitted annually at the end of the fiscal year. These reports should be recorded in the county legislative body's minutes.</p> | <p>If reports are not recorded, preserve permanently one copy of annual reports, or if there is no annual report, preserve permanently one copy of all monthly, quarterly, or semiannual reports.</p> | <p>The county clerk's office serves as a repository of these reports which serve as a historical record of the operation of the various offices, institutions, commissions and committees of the county.</p> |
| <p>02-059 Revenue Dockets—General ledger accounts of all revenue collected by the clerk as a state registrations' agent and as clerk of the quarterly and probate courts, showing date of transaction, name of firm or individual, nature of transaction, duration of license, distribution of tax to state and county funds, total amount of tax paid, and clerk's fee.</p> | <p>Retain 10 years after Clerk's tenure is broken, then destroy. NOTE: amount of tax paid should be kept confidential.</p> | <p>Keep for audit purposes (T.C.A. § 10-7-404(a)).</p> |
| <p>02-060 Road Appointment (Commissioner's Books)— Record of appointments of road</p> | <p>Permanent record. No longer being created.</p> | <p>Keep for historical purposes.</p> |

Retention Schedule for County Clerks

| Description of Record | Retention Period | Legal Authority/ Rationale |
|---|--|--|
| <p>overseers, showing road district number, name of road, road terminals, width and other specifications, name of overseer, date of appointment, page number of recording in minute book, names of road hands assigned, and remarks; may also contain settlements of clerk and treasurer of the road commission in each road district with county court clerk showing date of settlement, amount received from county, disbursements for labor, material, repairs, and purchases of new tools and equipment. These books may also be called "Settlements with Overseers."</p> | | |
| <p>02-061 Road Contracts and Bonds—Contracts entered into between the road commissioners and county judge and road contractors for the upkeep of roads in the several districts. May include bonds of contractors guaranteeing compliance with terms of contract, showing names of principal and sureties, description and terminals of road section involved, date of bond, and signatures of principal and sureties.</p> | <p>Retain contracts until expiration of guarantees, then destroy. If no guarantees are involved, destroy seven years after completion of contract. Retain bonds seven years after release, replacement, or expiration.</p> | <p>Based on statute of limitations for breach of contract actions plus one year (T.C.A. § 28-3-109).</p> |
| <p>02-062 Road Orders, Record of—A record of court orders in connection with road work. Orders of the court include the appointment of road over-seers and juries of view which serve in condemnation proceedings; also authorizations for changes in road classifications.</p> | <p>Permanent record.</p> | <p>Keep for historical purposes and useful in establishing county land rights under condemnation proceedings.</p> |
| <p>02-063 School Census Records (May be called "Report of Common School Commission")—</p> | <p>Permanent record.</p> | <p>Keep for historical purposes.</p> |
| <p>Record may show certification of election of school commissioners, names of commissioners, date elected, lists of the scholastic population of each civil district, and the total amount of funds payable to each district by the trustee.</p> | | |
| <p>02-064 Tax Lists—Tax lists of captains' companies and civil districts, showing name of property owner, number of slaves owned, value of slaves, personal property owned, value of personal property, and district name or number.</p> | <p>Permanent record.</p> | <p>Keep older records for historical purposes.</p> |
| <p>02-065 Title Pledge Lender's Licenses, Applications for and Related Records—Record of application for title pledge lender's license, related affidavits and certificates, copies of insurance policies.</p> | <p>Retain five years after permit is terminated, then destroy.</p> | <p>Permits do not expire after a certain term. Keep record for audit purposes and to maintain accurate record of licensed pawnbrokers.</p> |
| <p>02-066 Voters, Register of (Reconstruction Period)—A register of persons qualified to vote under a Reconstruction measure of 1865 which disfranchised all but unconditional Unionists, showing oath taken, list of qualified voters, and a statement as to whether they voted.</p> | <p>Permanent record.</p> | <p>Keep for historical purposes.</p> |
| <p>02-067 Vouchers—Authority to issue warrants for payment of invoices which may be attached.</p> | <p>Retain five years, then destroy.</p> | <p>Keep for audit purposes (T.C.A. § 10-7-404(a)).</p> |
| <p>02-068 Voucher Stubs—Stubs of vouchers</p> | <p>Retain five years, then</p> | <p>Keep for audit purposes</p> |

Retention Schedule for County Clerks

| Description of Record | Retention Period | Legal Authority/ Rationale |
|--|---|---|
| issued showing date issued, amount, payee, and for what purpose. | destroy. | (T.C.A. § 10-7-404(a)). |
| 02-069 Warrants —Canceled warrants showing date issued, warrant number, amount of warrant, name of payee, and purpose of payment. | Retain five years, then destroy. | Keep for audit purposes (T.C.A. § 10-7-404(a)). |
| 02-070 Warrants, Registers of —Record of warrants issued showing warrant number, name of payee, purpose of payment, date issued, and amount of warrant. | Retain five years after last entry, then destroy. | Keep for audit purposes (T.C.A. § 10-7-404(a)). |
| 02-071 Wheel Tax Receipts —Receipts on tax imposed on privilege of operation of a motor vehicle in the jurisdiction. | Retain five years, then destroy. | Keep for audit purposes (T.C.A. § 10-7-404(a)). |

REGISTERS OF PROFESSIONALS

| | | |
|--|-------------------|-------------------------------|
| 02-072 Chiropractors, Register of —Recorded copies of certificates of license issued to chiropractors, showing number of certificate, name of chiropractor, date of approval, date of certificate, signatures of president, secretary, and members of examining board; it shows date recorded and signature of the clerk. | Permanent record. | Keep for historical purposes. |
| 02-073 Dentists, Register of —Register of dental certificates issued by the State Board of Dental Examiners showing name of dentist, date issued, signatures of president and secretary of examining board, date of registration, and signature of the clerk. | Permanent record. | Keep for historical purposes. |
| 02-074 Nurses, Register of —Recorded copies of license certificates issued to graduate nurses, showing name of nurse, certificate number, date issued, names of the president and secretary of State Nursing Board, date recorded, and signature of the clerk. | Permanent record. | Keep for historical purposes. |
| 02-075 Optometrists, Register of —Recorded copies of license certificates issued to optometrists, showing number of certificate, name of optometrist, date of approval, date of certificate, signatures of president, secretary and members of examining board, date recorded, and signature of the clerk. | Permanent record. | Keep for historical purposes. |
| 02-076 Osteopaths, Register of —Recorded copies of licenses issued to osteopaths showing time, date, training and address. | Permanent record. | Keep for historical purposes. |
| 02-077 Physicians', Register of —Recorded copies of license certificates issued to physicians, showing license number, names of physician and college from which graduated, date of diploma, date license issued, names of | Permanent record. | Keep for historical purposes. |

Retention Schedule for County Clerks

| Description of Record | Retention Period | Legal Authority/ Rationale |
|--|------------------|--|
| <p>president, secretary and members of State Board; amount of license fee, clerk's fee, date recorded, and signature of the clerk. These registers may only show the name of physician, date of certificate, graduation date and school name, if a graduate, or date of commencing practice if non-graduate, and remarks. 02-078 Veterinarians, Register of—Recorded copies of certificates of license issued to veterinarians, showing name and age of licensee; name of college from which graduated, date certification issued, names of president, vice president, and secretary and treasurer of the examining board; also shows date recorded.</p> | | Keep for historical purposes. |
| OBSOLETE RECORDS OF THE COUNTY CLERK | | |
| <p>02-079 Assignments—Assignments or inventories of property of bankrupt firms or individuals and bond of trustees named in assignments.</p> | | Permanent record and must be retained, but this record is now obsolete. |
| <p>02-080 Commitment Records—Loose file original records of commitments of persons to state hospitals, homes, and schools showing name of person, place of birth, age, color, sex, date of commitment, length of residence in county, name and address of nearest relative or guardian, and remarks. These records are recorded in the court minutes.</p> | | Destroy (obsolete). |
| <p>02-081 Dog Registers—Record of collection of registration fees on dogs showing name and address of owner, amount of fee, name and description of dog, date of registration, tag number, and signature of clerk. This is an obsolete record.</p> | | Destroy (obsolete). |
| <p>02-082 Jail Accounts—Reports by the sheriff to the county judge on amount due for boarding prisoners, showing name of sheriff, month for which board is due, name of prisoner, offense charged, number of days boarded, rate per day, number of turnkeys, total amount due, final disposition of case, signatures of sheriff and officer before whom acknowledged, and date of report.</p> | | Destroy (obsolete). |
| <p>02-083 Liquor Shipments, Record of—Statements from express companies on shipments of liquor received from other states, showing date received, date shipped, destination, kind of liquor, quantity, name and address of shipper, waybill number, name and address of consignee, and to whom delivered.</p> | | Destroy (obsolete). |
| <p>02-084 Merchant's Bonds and Oaths—Loose file and bound original bonds and oaths of merchants who have applied for license to engage in a business, showing names of principal and sureties, amount and date of bond, condition of the obligation, signatures of principal and sureties, and approval of the clerk. Oath shows greatest cash value of stock during the year, smallest cash value during the same period, aggregate amount of stock in hand during the year, amount of insurance on stock, amount of capital employed for the purpose of trading, dates covered, date submitted, signature of merchant, and acknowledgment of the clerk.</p> | | Also an obsolete record, but may have historical significance for identifying merchants and businesses operating in the county in the past. There is no need to maintain in the office, but record should be transferred to a library or archives at the discretion of the public records commission instead of being destroyed. |
| <p>02-085 Merchant's Statements, Record of—Recorded copies of statements of merchants or corporations made under oath upon expiration of license, showing largest and smallest amounts of capital invested during the period covered, date of period covered, date sworn and subscribed to before the clerk, and signatures of clerk and affiant; also statement of additional taxes due, if any; shows purpose of</p> | | See Merchant's Bonds and Oaths, above. |

OBSOLETE RECORDS OF THE COUNTY CLERK

assessment, kind of tax, amount, clerk's fee, total tax, clerk's receipt for payment showing date for same and signature of clerk or deputy.

02-086 Motor Vehicle Dealer's Sales Reports—Dealer's weekly reports on sales of motor vehicles showing date of sale, make of vehicle, motor number, license number, whether new or used, name and address of purchaser, date of report, name of company, and signature of person making report. These are probably, in most cases, obsolete records.

Destroy (obsolete).

02-087 Motor Vehicle Identification Certificates, Register of—Register of identification certificates issued to automobile owners showing identification number, license number, make of car, motor number, serial number, year model, capacity, type, horsepower, number of cylinders, date certificate issued, name and address of owner, and signatures of applicant and clerk.

Retain two years after last entry, then destroy.

02-088 Motor Vehicle Identification Certificates Holder Reports— obsolete record.

Destroy (obsolete).

02-089 Operator's License Renewal Reports—Duplicates of reports submitted to the state showing for each license renewed, accounting number, name of licensee, address, license number, and tax remitted; also clerk's name, date, town, and county.

Destroy (obsolete).

02-090 Privilege License Monthly Reports—Copies of reports to the state showing, for each license sold, the information given in privilege license books.

Destroy (obsolete).

Also an obsolete record, but may have historical significance for identifying merchants and businesses operating in the county in the past. There is no need to maintain in the office, but record should be transferred to a library or archives at the discretion of the public records commission instead of being destroyed.

02-091 Privilege License Registers—A register of licenses issued to individuals or firms exercising taxable privileges, showing name of individual or firm, amount of bond required, date license issued, expiration date, amount of fee, and type of privilege.

Destroy (obsolete).

02-092 Railroad Assessments—Assessments for railroads made by the state, a copy of which is sent to each county through which various railroads have rights-of-way.

02-093 Railroad Taxes Collected, Record of—Records of a special tax collection showing date of collection, period for which payment of tax is made, names of railroad and authorized agent, and amount of collection. These taxes were used to retire bonds issued to railroads by the county.

Destroy (obsolete).

02-094 Realty Transfer Tax Collections, Record of—Record of collection of state tax on real estate transfers, in cases where deed was acknowledged other than by county court clerk, showing date, amount of tax collected, valuation of property, names of grantor and grantee, amount of tax, and date of acknowledgment; may be called abstracts or conveyances.

Destroy (obsolete).

02-095 Road Hand and Tax Books—Record of property owners electing to serve as road hands as an alternative to payment of the road tax, showing name of property owner and amount of assessment.

Destroy (obsolete).

02-096 Tippler's Bonds and Oaths—Loose file and bound original bonds and oaths of persons engaged in the sale of spirituous and alcoholic liquors.

Destroy (obsolete).

Also an obsolete record, but may have historical significance for identifying merchants and businesses operating in the county in the past. There is no need to maintain in the office, but record should be transferred to a library

02-097 Tippler's Licenses—Stubs of licenses issued to retain liquor dealers, showing name and location of business, total amount paid, license, fees, and date of expiration.

OBSOLETE RECORDS OF THE COUNTY CLERK

or archives at the discretion of the public records commission instead of being destroyed.

02-098 Tippler's Revenue Books—Record of state tax paid by tippler, showing name, address, date of expiration, and date of bond.

Destroy (obsolete).

Source URL: <https://www.ctas.tennessee.edu/eli/county-clerk-records-retention-schedule>