



December 24, 2024

Planning and Zoning 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,

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Planning and Zoning Records Retention Schedule 3

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Reference Number: CTAS-2067

Planning and Zoning Records. The records included in this schedule are only those specific to the county office that oversees planning and zoning. 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 elsewhere in this manual. 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 Planning and Zoning Records

Description of Record	Retention Period	Legal Authority/Rationale
19-001. Board of Zoning Appeals Action— Application or documentation for hearing and decision before Board of Zoning Appeals.	Application—one year after application Disapproval—one year after action. Approved Action—permanent.	Statute of limitations. Variance runs with land. Decisions related to uses on appeal or special exceptions continue as long as the use continues.
19-002. Building Inspection and Similar Reports— Reports building inspection and codes enforcement activities showing date, name of inspector, location inspected, etc.	Retain 5 years after issuance of certificate of occupancy or final inspection.	For each jurisdiction adopting and enforcing its own codes, records are audited by the State Fire Marshall’s Office at least once every three years (T.C.A. § 68-120-101(b)). NOTE: Notify property assessor of completion before record is destroyed.
19-003. Comprehensive Growth Plan— Plans required in accordance with the TN Growth Planning Law (Public Chapter 1101) that indicate Urban Growth Boundaries, Planned Growth Areas and Rural Areas, plus any supporting documentation, side agreements, minutes of the coordinating committee, etc.	Permanent record.	Documents must be retained to provide evidence of their existence and proof of their lawful enactment. Superseded documents have historical and legal value.
19-004. Minutes of Commissions and Boards— Recorded minutes of the Planning Commission and Board of Zoning Appeals. All recorded actions of Planning Commission and Board of Zoning Appeals, including records of members present and their votes on matters presented, the nature and results of votes.	Permanent record.	Actions recorded in minutes are effective until superseded or rescinded. Keep for historical purposes.
19-005. Plan and Plat Records— Drawings and blueprints of farms, subdivisions, cemeteries, city lots, and street improvements, showing name of subject, date of drawing, boundaries, scale used, location, name of engineer making survey, name of draftsman, and certificate of registration.	Permanent record.	Could have bearing on land title.
19-006. Regional Plan or Major Road Plan— Plan developed by the Planning Commission to designate major infrastructure and promote orderly and coordinated economic growth and development for the region.	Permanent record.	Documents must be retained to provide evidence of their existence and proof of their lawful enactment. Superseded documents have historical and legal value. Keep for historical purposes.
19-007. Reports/Recommendations of the Planning Commission to the Governing Body— All transmittals to governing body with	Permanent record.	[Note: If reports are included and incorporated into the minutes of

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Description of Record	Retention Period	Legal Authority/Rationale
recommendations regarding zoning, annexations, etc.		the Board, there is not a need to keep additional copies separate from the minutes.]
19-008. Request for Zoning Change —Request for permanent change to zoning map.	Retain for five years.	Appeals.
19-009. Studies and Reports of the Planning Commission —All studies and reports, including infrastructure studies, future facilities plans, etc.	Permanent record.	Keep for historical purposes.
19-0010. Subdivision Regulations	Permanent record.	Documents must be retained to provide evidence of their existence and proof of their lawful enactment. Superseded documents have historical and legal value.
19-011. Zoning Map and Ordinance	Permanent record.	Documents must be retained to provide evidence of their existence and proof of their lawful enactment. Superseded documents have historical and legal value.

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