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# Master List of Records Included in the Disposition Schedules

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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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# 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  
Mittimus  
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 svcs. (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 trusties  
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

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