



April 23, 2025

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# Appendix C: Sample Resolution to Establish the Membership of the County Public Records Commission

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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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# Appendix C: Sample Resolution to Establish the Membership of the County Public Records Commission

Reference Number: CTAS-2072

## APPENDIX C

### **SAMPLE RESOLUTION TO ESTABLISH THE MEMBERSHIP OF THE COUNTY PUBLIC RECORDS COMMISSION**

**WHEREAS, *Tennessee Code Annotated, Section 10-7-401***, directs the county legislative body to appoint a county public records commission in order to provide for the orderly disposition of public records created by agencies of county government; and

**WHEREAS, *Tennessee Code Annotated, Section 10-7-401***, directs that the membership of the public records commission shall have at least six (6) members, with the county mayor appointing three (3) members subject to the confirmation of the county legislative body with one (1) of those appointees being a member of the county legislative body, one (1) appointee being a judge of a court of record in the county and one (1) appointee being a genealogist; and

**WHEREAS, *Tennessee Code Annotated, Section 10-7-401***, directs that the county clerk, county register, county historian, and (of there be one appointed) county archivist shall be *ex officio* members of the commission; and

**WHEREAS**, the county legislative body of \_\_\_\_\_ County has determined it is in the best interests of \_\_\_\_\_ County to confirm the appointment of the following persons to the \_\_\_\_\_ County Public Records Commission;

**NOW, THEREFORE, BE IT RESOLVED**, by the county legislative body of \_\_\_\_\_ County, Tennessee, that the following persons are confirmed as the members of the \_\_\_\_\_ County Public Records Commission:

\_\_\_\_\_  
Member of the County Legislative Body

\_\_\_\_\_  
Judge of a Court of Record

\_\_\_\_\_  
Genealogist

\_\_\_\_\_  
County Clerk (or the designee of the county clerk), *ex officio* member

\_\_\_\_\_  
County Register, *ex officio* member

\_\_\_\_\_  
County Historian, *ex officio* member

\_\_\_\_\_  
County Archivist, *ex officio* member

\_\_\_\_\_  
Member at large

This Resolution shall be effective upon its passage and approval, the public welfare requiring it.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_,  
\_\_\_\_\_.

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**APPROVED:** County Mayor

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**ATTEST:** County Clerk

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**Source URL:** <https://www.ctas.tennessee.edu/eli/appendix-c-sample-resolution-establish-membership-county-public-records-commission>