

Public Records Committee Minutes

Tuesday, October 20, 2020 at 10:00 AM

Members Present:

Rebecca Stone
Mayor Allen Foster
Judy Graham Swallows
Joyce Rorabaugh
Jule Bryson

Members Absent:

Larry Warner
Barbara Parsons

Others Present:

Beth Wyatt-Davis
Joe Sherrill

Meeting was called to order by Chairperson Rebecca Stone at 10:02 AM.

Approval of Minutes - Motion was made by Joyce Rorabaugh to approve the minutes from the June 23, 2020 meeting. Seconded by Judy Graham Swallows. All approved, motion carried.

Election of Officers - Motion was made by Jule Bryson to nominate Rebecca Stone for Chair. The motion was seconded by Judy Graham Swallows. All approved, motion carried. A motion was made by Joyce Rorabaugh to nominate Jule Bryson as Vice-Chair. The motion was seconded by Judy Graham Swallows. All approved, motion carried.

Electronic Records Update - Joyce Rorabaugh made a document with the County Clerk and Register of Deeds office's listing the name of documents, CTAS number and office code. (Please see attached). She asked if the document was adequate going forward for record retrieval. Joe Sherrill ask to add a column for the number of boxes that were associated with each record and a column for if the document was a permanent record or if it could be shredded. Joyce said she would add and that she was going to the Court Clerks next to get their information into the document. Rebecca Stone ask the question of needing a shredder at the Archives due to the amount of shredding.

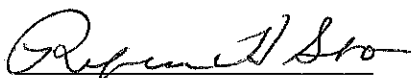
Reports:

Notification channels for changes in public record laws - Rebecca found out that the Office of Open Records is not required by law to notify when laws change but that they compose a legislative update each summer that lists passed legislation of the last session. (Please see attached email correspondence)

Renovation Update - The Building and Grounds committee has passed the Archive renovation onto the Budget committee and it will be on their next agenda. Joyce is thrilled with the plans and handed out the floor plans and building rendering from Uplands Design Group. (Please see attached)

New Business - No new business

Adjournment - Motion was made by Judy Graham Swallows to adjourn at 10:43 and motion was seconded by Jule Bryson. All approved, motion carried.



Signature

10/12/21

Date

County Clerk
Computer codes

CTAS Rec #	Office Code	Name
02-001	Paper	Accounting Records
02-002	N/A	Animal pedigree
02-003	N/A	Appropriation Dockets
02-004	Paper	Audit Reports
02-005	29900 - Co. Gen Fund	Auto dealer licence books
02-006	N/A	Aye and Nay Docketts
02-007	24220	Beer Permit
02-008	24120 - Tax	Beer Tax Reports
02-009	N/A	Beverage Bonds
02-010	N/A	Birth Records (early)
02-010	N/A	Birth Records delayed
02-011	N/A	Board of Equalization
02-012	N/A	Brands & cattle marks
02-013	29900 - Co. Gen Fund 29901 - clerk fee	Business Licences
02-014	11120	Cash books, daily
02-015	11120	Cash Journals
02-016	N/A	Cemetery Co. reports
02-017	N/A	Charters of Incorp.
02-018	Paper	Checks and Check stubs
02-019	N/A	Contractor's license books
02-020	paper & on one computer in office	County legislative minutes
02-021	N/A	Co. rough minutes (audios)
02-022	N/A	Death Records
02-023	N/A	Distress Warrants
02-024	N/A	Distress Warrants Stubs
02-025	N/A	Drainage District Minutes
02-026	N/A	Drainage District papers
02-027	Copy from elections in safe in office	Election rolls-duplicates
02-028	N/A	Hunting and Fishing License
02-029	N/A	Inheritance Tax Books
02-030	N/A	Ins. Co. Licenses
02-031	N/A	Jury Service List-duplicate
02-032	29900 - Co. Gen Fund	Marriage App, notice, affid
02-033	N/A	Marriage Bond and Oaths
02-034	N/A	Marriage Files
02-035	23150 - license fee	Marriage, Record of
02-036	N/A	Military Service, Register of
02-037	N/A	Miscellaneous Bonds
02-038	paper	Motor Vehic License Rept
02-039	paper	Mot. Vehic Title app

County Clerk
Computer codes

02-040	23160 - misc state acct	M. V. Lic. Sales Rept audit
02-041	23170 - Misc. State	M.V. title application
02-042	paper	M.V. title application rept.
02-043	23170 - Misc. State	M. V. transfer certs.
02-044	paper	M.V. transfer
02-045	paper	Notaries Public Affidavits
02-046	23300 (seals 26920)	Notaries Public, record of Commissions
02-047	paper	Notaries Public, Register
02-048	paper	Official Bonds and Oaths
02-049	N/A	Pauper's oaths, no license
02-050	business tax	Pawnbroker's lic. And rec.
02-051	paper	Personnel Policies
02-052	N/A	Power of Atty, Record of
02-053	N/A	Privilege License Books
02-054	N/A	Probate deed book
02-055	N/A	Probate Court Records
02-056	N/A	RailRoad Bonds
02-057	state	Real Est. App, bond, lic.
02-058	N/A	Report Co. Officials,
02-059	Obsolete	Revenue Dockets
02-060	N/A	Road Appointment
02-061	N/A	Road Contracts & Bonds
02-062	N/A	Road Orders
02-063	N/A	School Census
02-064	N/A	Tax lists
02-065	N/A	Title Pledge Lender Lic.
02-066	N/A	Voters Reg - reconstruction
02-067	N/A	Vouchers
02-068	N/A	Voucher Stubs
02-069	N/A	Warrants
02-070	N/A	Warrants Registers
02-071	N/A	Wheel Tax Receipts
02-072	N/A	Chiropractor, Register-bk 1
02-073	N/A	Dentists, Register - bk 1
02-074	N/A	Nurses, Register
02-075	N/A	Optometrists, Register
02-076	N/A	Osteopaths, Register
02-077	N/A	Physicians, Register-Bk 1
02-078	N/A	Veterinarians, Register-bk 1
02-079	Obsolete	Assignments
02-080	Obsolete	Commitment
02-081	Obsolete	Dog Registers
02-082	Obsolete	Jail Accounts [financial]
02-083	Obsolete	Liquor shipment
02-084	Obsolete	Merchant's bonds and oaths

Register of Deeds
Computer Codes

11-037	POA	Powers of Attorney, Record
11-038	RETD	Release of Mortgages, Liens, and deeds of trust on land, Record of
11-039	paper	Reports of Register to Co. Mayor and Commission
11-040	paper	Reports of state transfer and mortgage taxes to Dept. of Revenue
11-041	N/A; Old in MI	Surveyor's books
11-042	Leas	Underground Utilities, Notice of
11-043	N/A	Uniform Commercial Code instruments
11-044	FIX (fixture files)	U.C.C. Instruments, Index
11-045	MI - obsolete record	Bankruptcies, Record of
11-046	MI - obsolete record	Chattel Mortgage Index
11-047	MI - obsolete record	Chattel Mortgage
11-048	MI - obsolete record	Register's Dockets (Bill of Sale)
11-049	MI - obsolete record	Tobacco Loan Books

Records Inquiry #14394

1 message

Open Records <Open.Records@cot.tn.gov>

Fri, Jun 26, 2020 at 2:01 PM

To: "rhstone76@gmail.com" <rhstone76@gmail.com>

Cc: Open Records <Open.Records@cot.tn.gov>, "tcca.curtiss@tncounties.org" <tcca.curtiss@tncounties.org>

Hi Ms. Stone:

Thank you for contacting the Office of Open Records Counsel about whether a notification process exists to provide notice to government records custodians throughout the state of any changes that occur in the law regarding public records.

We are unaware of an official notification process required by the Tennessee Public Records Act ("TPRA"), however, our Office composes a legislative update each summer that provides a list of legislation that passed during the previous session that pertains to either public records or open meetings. Because this year's legislative session just ended last week, we have not finished compiling our update for the 2020 session. However, you may access our 2019 legislative update here: <https://comptroller.tn.gov/content/dam/cot/orc/documents/2019OORCLegislativeUpdateWebVersionFinal.pdf>. Keep an eye on our website for our 2020 update to likely appear later in the summer or this fall. I should note, however, that our update generally only provides legislative changes to the TPRA, but case law can also operate to change certain public records requirements.

During the legislative session, we would also encourage you to access the Tennessee General Assembly's website, which contains all active bills and their progress as they move through the legislative process.

Please let us know if we can be of further assistance. Thanks!

Rachel Buckley*Assistant General Counsel*

Comptroller of the Treasury

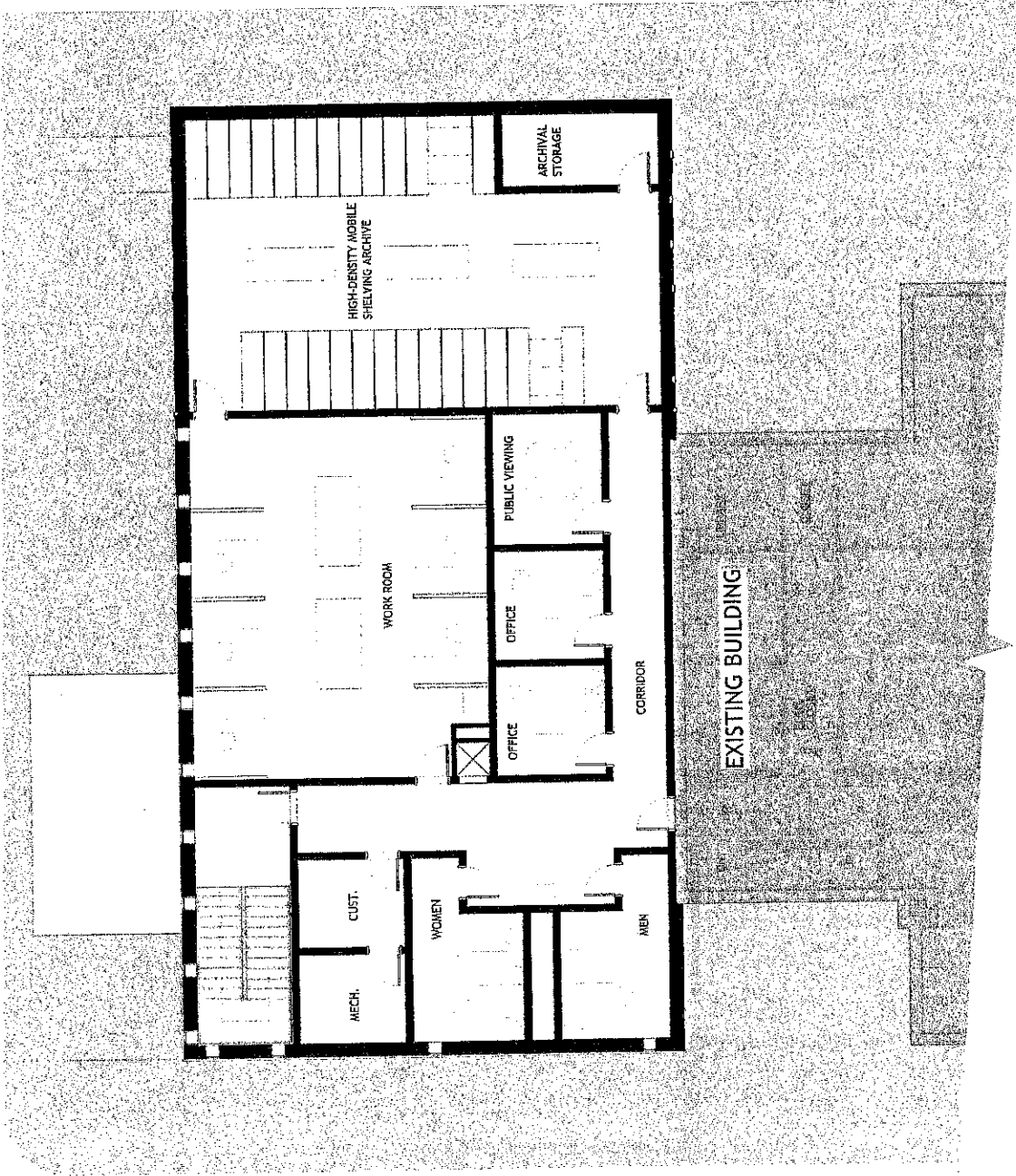
425 Fifth Avenue North | Nashville, TN 37243

open.records@cot.tn.gov | Open Records Line 615.741.7891

**Mission: To Make Government Work Better**

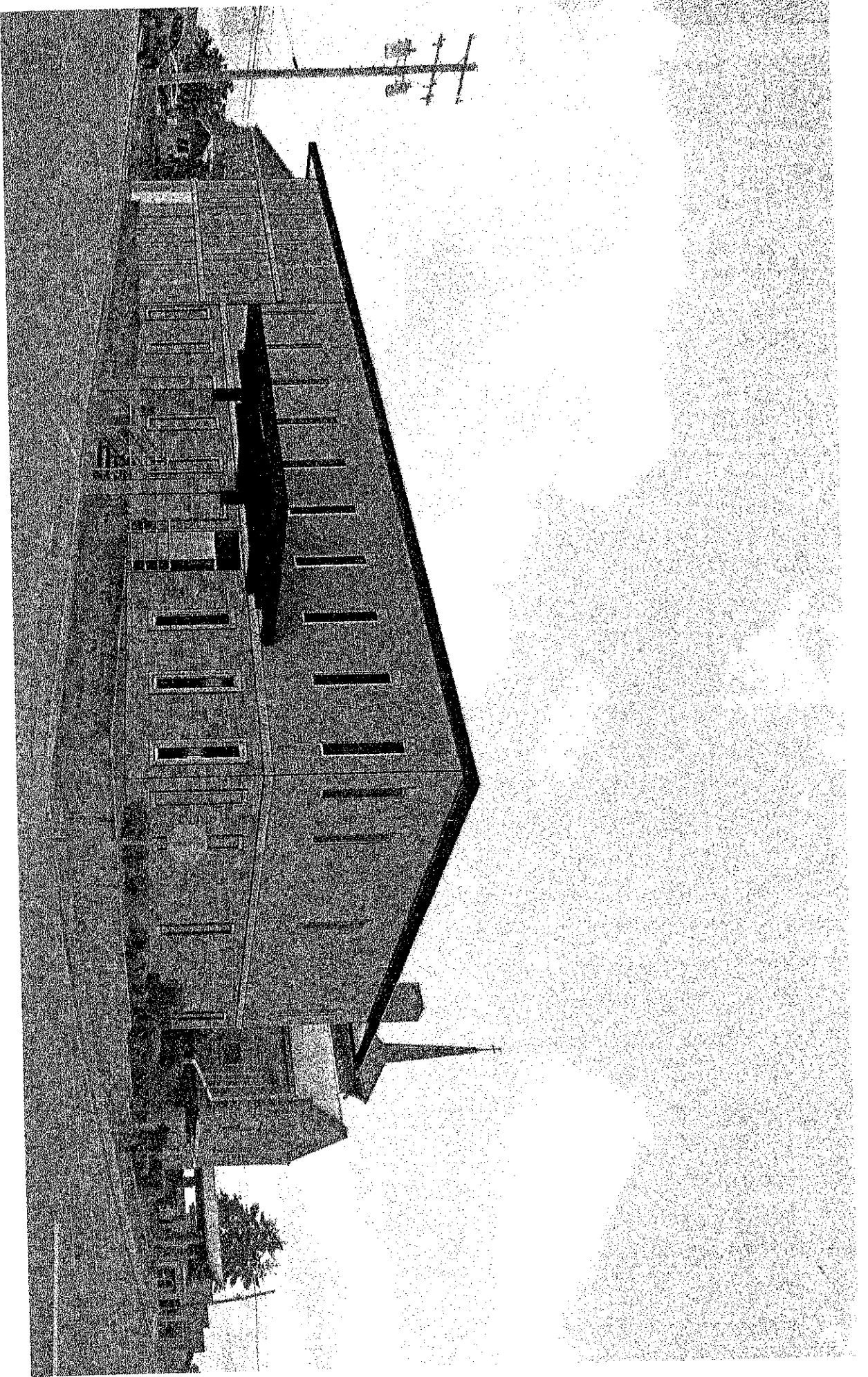
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SECOND FLOOR





RENDERING
MEMBERLAND COUNTY ARCHIVES
AND COUNTY, TENNESSEE

 Upland Design Group