CUMBERLAND COUNTY PUBLIC RECORDS COMMISSION

Meeting Minutes

Date: Tuesday, March 24, 2026

Time: 10:00 AM

Location: Cumberland County Archive and Family Heritage Center, 95 East First Street

Members Present	Members Absent	Others Present
Karen Shanks, Chair	Jule Bryson	Beth Wyatt-Davis
Lori Bowers	Barbara Parsons	Gary Nelson
Tyler Moore for Amanda Worley	Trey Kerley	Jessica Burgess
Joyce Rorabaugh		Ben Tollett

Call to Order

The meeting was called to order at 10:00 by Chair Karen Shanks.
Approval of October Minutes. Motion to approve the minutes from the October meeting made by Joyce Rorabaugh. Seconded by Lori Bowers. All approved. Motion carried.

Public Comment - None

Update on G-03 (Mayor's Collection)

All the records sent over from the Mayors office has been filed and stored. The Delinquent Tax records that Archives already had have been indexed for to make it easier to located when called about specific properties.

Some of the records that were sent over fall under the Personal Privacy Act and they are requesting to destroy them. They include receipts of receivable warrants from 1980-1990's, county conference materials from 1980-1990's, medical records from an inmate from 1988, income tax returns from business, miscellaneous resumes and applications, bank records from Delbar from 1995-2005, cancelled checks from 1996-2006. A motion was made by Lori Bowers to allow for all the included records to be destroyed, seconded by Joyce Rorabaugh. All approved, motion carried.

Jessica Burgess, Circuit Court Clerk and Ben Tollett, Clerk and Master brought a records disposition request (see attached), it includes: jury information, deposit books, check book, receipts, unclaimed property, daily closeouts & end of month information, bank statements, and criminal citations. Lori Bowers made the motion to allow them to destroy all expired records, Joyce Rorabaugh seconded the motion. All approved. Motion carried.

Discussion of Annual Policy Review

Lori wanted to confirm that the policy had been changed to – add "for personal genealogical research" to the exception of the Cumberland County Archives.

Also, add the Cumberland County Archives to the list of designated PRRCs. Both had been done.

Election of County Archivist as Co-Chair

Joyce made the motion that Lori Bowers be elected to the position of Co-Chair of the Public Records Commission, motion was seconded by Tyler Moore. All approved, motion carried.

Old/New Business - None

Adjournment

Lori Bowers made the motion to adjourn. Joyce Rorabaugh seconded the motion. All approved. Motion carried. Meeting adjourned at 10:27.

Karen B Shrum — 10-19-26

Authorized Signature — Date

State of Tennessee

TSLA RDA Form
(updated May 2025)

RECORDS DISPOSITION AUTHORIZATION
FOR COUNTY GOVERNMENT RECORDS*

County: Cumberland
Office or Agency: Circuit Court Clerk Phone: 931-484-5852
Address: 60 Justice Center Dr. Ste 300
Agency Head/Officeholder: Jessica Burgess
Signature: Jessica Burgess Date: _____

Action Requested:

☒ Continuing Records Disposition Authority (Records Disposition Schedule) [1]
☐ One-Time Records Disposition Authority [2]
☐ Revision of/Exception to Existing Records Disposition Authority[3]

_____

☐ Other Disposition (explain in attached memorandum) [4]

Title/Description of Records:[5] Jury info

CTAS Code:[6] 04-073

Date Span of Records (e.g. 1988-1998): 2008 - 2016

Volume of Material (e.g. 25 cubic feet, 3 banker's boxes, 1 Hollinger box): _____

Proposed Disposition: [7]

☒ Retain 10 months/years, then destroy.
☐ Retain ____ months/years, then film and destroy paper copy (or erase from computer record).
☐ Retain ____ months/years, then transfer to archives.

☐ Approved ☐ Not Approved

_____ _____
Chairperson, Public Records Commission Date

*For the disposition of additional records within the same Office or Agency, please use the supplemental form provided below.

SUPPLEMENTAL REQUESTS FOR ADDITIONAL RECORDS DISPOSITIONS
(Page 2 of 4)

Action Requested:
☒ Continuing Records Disposition Authority (Records Disposition Schedule)
☐ One-Time Records Disposition Authority
☐ Revision of/Exception to Existing Records Disposition Authority

☐ Other Disposition (explain in attached memorandum)
Title/Description of Records: Deposit Books
CTAS Code: 15-003
Date Span: 2008 - 2021
Proposed Disposition:
☒ Retain 5 months/(years), then destroy.
☐ Retain _____ months/years, then microfilm and destroy original.
☐ Retain _____ months/years, then transfer to archives.

Action Requested:
☒ Continuing Records Disposition Authority (Records Disposition Schedule)
☐ One-Time Records Disposition Authority
☐ Revision of/Exception to Existing Records Disposition Authority

☐ Other Disposition (explain in attached memorandum)
Title/Description of Records: Check Book
CTAS Code: 15-012
Date Span: 2009 - 2021
Proposed Disposition:
☒ Retain 5 months/(years), then destroy.
☐ Retain _____ months/years, then microfilm and destroy original.
☐ Retain _____ months/years, then transfer to archives.

Action Requested:
☒ Continuing Records Disposition Authority (Records Disposition Schedule)
☐ One-Time Records Disposition Authority
☐ Revision of/Exception to Existing Records Disposition Authority

☐ Other Disposition (explain in attached memorandum)
Title/Description of Records: Receipts
CTAS Code: 15-078
Date Span: 2009 - 2021
Proposed Disposition:
☒ Retain 5 months/(years), then destroy.
☐ Retain _____ months/years, then microfilm and destroy original.
☐ Retain _____ months/years, then transfer to archives.

SUPPLEMENTAL REQUESTS FOR ADDITIONAL RECORDS DISPOSITIONS
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Action Requested:

☒ Continuing Records Disposition Authority (Records Disposition Schedule)
☐ One-Time Records Disposition Authority
☐ Revision of/Exception to Existing Records Disposition Authority

☐ Other Disposition (explain in attached memorandum)
Title/Description of Records: Unclaimed property
CTAS Code: 04-034 or 15-031
Date Span: 2001 - 2016

Proposed Disposition:

☒ Retain 10 months/(years), then destroy.
☐ Retain _____ months/years, then microfilm and destroy original.
☐ Retain _____ months/years, then transfer to archives.

Action Requested:

☒ Continuing Records Disposition Authority (Records Disposition Schedule)
☐ One-Time Records Disposition Authority
☐ Revision of/Exception to Existing Records Disposition Authority

☐ Other Disposition (explain in attached memorandum)
Title/Description of Records: Daily close out & End of the Month
CTAS Code: 15-019
Date Span: 2008 - 2016

Proposed Disposition:

☒ Retain 10 months/(years), then destroy.
☐ Retain _____ months/years, then microfilm and destroy original.
☐ Retain _____ months/years, then transfer to archives.

Action Requested:

☒ Continuing Records Disposition Authority (Records Disposition Schedule)
☐ One-Time Records Disposition Authority
☐ Revision of/Exception to Existing Records Disposition Authority

☐ Other Disposition (explain in attached memorandum)
Title/Description of Records: Bank statements
CTAS Code: 15-005
Date Span: 2005 - 2021

Proposed Disposition:

☒ Retain 5 months/(years), then destroy.
☐ Retain _____ months/years, then microfilm and destroy original.
☐ Retain _____ months/years, then transfer to archives.

SUPPLEMENTAL REQUESTS FOR ADDITIONAL RECORDS DISPOSITIONS
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Action Requested:

☒ Continuing Records Disposition Authority (Records Disposition Schedule)
☐ One-Time Records Disposition Authority
☐ Revision of/Exception to Existing Records Disposition Authority
☐ Other Disposition (explain in attached memorandum)

Title/Description of Records: Criminal Citations
CTAS Code: 04-044
Date Span: Jan - March 2016

Proposed Disposition:

☒ Retain 10 months/years, then destroy.
☐ Retain _____ months/years, then microfilm and destroy original.
☐ Retain _____ months/years, then transfer to archives.

Action Requested:

☐ Continuing Records Disposition Authority (Records Disposition Schedule)
☐ One-Time Records Disposition Authority
☐ Revision of/Exception to Existing Records Disposition Authority
☐ Other Disposition (explain in attached memorandum)

Title/Description of Records: _____
CTAS Code: _____
Date Span: _____

Proposed Disposition:

☐ Retain _____ months/years, then destroy.
☐ Retain _____ months/years, then microfilm and destroy original.
☐ Retain _____ months/years, then transfer to archives.

Action Requested:

☐ Continuing Records Disposition Authority (Records Disposition Schedule)
☐ One-Time Records Disposition Authority
☐ Revision of/Exception to Existing Records Disposition Authority
☐ Other Disposition (explain in attached memorandum)

Title/Description of Records: _____
CTAS Code: _____
Date Span: _____

Proposed Disposition:

☐ Retain _____ months/years, then destroy.
☐ Retain _____ months/years, then microfilm and destroy original.
☐ Retain _____ months/years, then transfer to archives.