

TITLE 1

GENERAL ADMINISTRATION¹

CHAPTER

1. CITY COUNCIL.
2. DEPUTY CITY CLERK.
3. RECORD RETENTION SCHEDULE.

CHAPTER 1

CITY COUNCIL²

SECTION

- 1-101. Time and place of regular meetings.
- 1-102. Order of business at council meetings.
- 1-103. General rules of order.

1-101. Time and place of regular meetings. The regular meetings of the Elizabethton City Council shall be held on the Second Thursday in each

¹Charter references

See the charter index, the charter itself, and footnote references to the charter in the front of this code.

Municipal code references

Building, plumbing, electrical and gas inspectors: title 12.

Fire department: title 7.

Utilities: titles 18 and 19.

Wastewater treatment: title 18.

Zoning: title 14.

²Charter references

For detailed provisions of the charter related to the election, and to general and specific powers and duties of the city council, see Tennessee Code Annotated, title 6, chapter 32. In addition, see the following provisions in the charter that outline some of the powers and duties of the city council:

Appointment and duties of city clerk: § 6-35-401.

Appointment and duties of city manager: title 6, chapter 35, part 2.

Election and duties of mayor: § 6-32-106.

Qualifications, elections, terms, vacancies and recall of councilmen: title 6, chapter 31.

month. The council shall provide by resolution for the time of day and place of meeting. (Ord. #30-4, March 1994)

1-102. Order of business at council meetings. At each meeting of the council, the following regular order of business shall be observed unless dispensed with by a majority vote of the members present:

- (1) Call to order by the mayor.
- (2) Roll call by the city clerk.
- (3) Approval of the minutes of the previous meeting.
- (4) Proclamations and/or recognition of citizens by the mayor.
- (5) Comments from citizens.
- (6) Communications from the city manager.
- (7) Appointment of boards, commissions and committees.
- (8) Reports from committees, members of the council, and other officers.
- (9) Old business.
- (10) New business.
- (11) Bids, purchases and expenses.
- (12) Adjournment. (1982 Code, § 1-102, as amended by Ord. #35-17, Nov. 1999)

1-103. General rules of order. The rules of order and parliamentary procedure contained in Robert's Rules of Order, Newly Revised, shall govern the transaction of business by and before the council at its meetings in all cases to which they are applicable and in which they are not inconsistent with provisions of the charter or this code. (1982 Code, § 1-103, modified)

CHAPTER 2

DEPUTY CITY CLERK

SECTION

1-201. Appointment and duties.

1-201. Appointment and duties. The city manager may appoint such deputy city clerks as are necessary to assist the city clerk in routine matters such as preparing and certifying copies of official records in his office, and in the absence of the city clerk to serve in the capacity of the city clerk. Any person appointed deputy city clerk shall be a classified city employee in another capacity and the duties and responsibilities as deputy city clerk shall be in addition to those assigned for the classified position. (1982 Code, § 1-104, as amended by Ord. #37-4, Feb. 2001)

CHAPTER 3

RECORD RETENTION SCHEDULE

SECTION

1-301. Adoption of record retention schedule.

1-301. Adoption of record retention schedule. There is hereby adopted the following records retention schedule in and for the City of Elizabethton, Tennessee, insofar as the same does not conflict with any federal or state statute, rule or regulation.

ANIMAL CONTROL

Dog license One year or until expiration of license
 Pound records Until audited plus one year

CEMETERIES

Deed Book Permanent
 Interment records Permanent
 Maps and plats Permanent
 Perpetual care records Permanent

COURT

Docket Permanent
 Litigation tax report
 (Department of Revenue
 Form RV-0440) Until audited plus one year
 Motor vehicle enforcement report
 (Department of Revenue
 Form RV-1438 Until audited plus one year
 Report of fines, fees and costs
 (Department of Safety
 Form TDS-BGT 13) Until audited plus one year
 Processes issued Three years after service

ENGINEERING

As built plans Life of structure or improvements
 Assessment records (improvements) Until all are paid
 Easements Permanent
 Maps and plats Permanent
 Plans and specifications Life of structure or improvement
 Right-of-way agreements Permanent
 Survey records Permanent

FINANCE

Accounts payable	Five years
Accounts receivable	Five years
Audit reports	Twenty-five years
Bank reconciliations	Five years
Bank statements	Five years
Bond registers	Until all bonds are retired and audited
Budgets	Five years
Canceled checks	Five years
Canceled bonds and coupons	Until all bonds are retired and audited
Certificates of deposit	Until maturity plus two years
Check registers	Until audited plus three years
Check stubs	Until audited plus three years
Deposit slips	Until audited plus three years
Financial statements	Five years
General ledgers	Five years
Journal vouchers	Five years
Subsidiary ledgers	Five years
Trial balances	Until audited plus three years

FIRE

Inspection reports	Five years
Radio and telephone logs	Five years
Training reports	Five years
Vehicle and equipment maintenance records	Life of vehicle or equipment

GENERAL ADMINISTRATION

Accident reports (owned vehicles)	Seven years
Alcoholic Beverage Commission applications	Until license expires
Applications for beer licenses	Until license expires
Applications for business tax license	One year and audited by state
Beer license	Until license expires
Budget files	Five years
Business license	Until license expires and audited by state
Business tax report	Five years
Certificates of Publication	Five years
Charter	Permanent
Codes	Until repealed or superseded
Deeds	Until property is sold or disposed of
Insurance policies/surety bonds	Until expired plus six years
Litigation files	Ten years after hearing

Minute books	Permanent
Ordinance books	Permanent
Personal property inventory	Until superseded
Petitions	Five years or until resolution of issue
Real property inventory	Until superseded
Resolutions	Permanent

INSPECTIONS

Applications for permits	Life of structure or improvement
Certificates of occupancy	Ten years
Inspection records	Life of structure or improvement
Permits	Life of structure or improvement

PAYROLL

Annual wage and tax statements (W-2s)	Seven years
Canceled payroll checks	Five years
Employee earnings history	Until presumption of death (70 years)
Garnishment	Until released plus three years
Payroll fund bank statements	Five years
Payroll journals	Five years
Payroll earnings and deduction registers	Until presumption of death (70 years)
Quarterly tax report	Seven years
Time cards	Until audited plus three years
Time sheets	Until audited plus three years
Withholding allowance certificates (W-4s)	Until inactive or superseded

PARKS AND RECREATION

Contracts and agreements (facility use)	Until expired plus five years)
Minutes of boards	Permanent

PERSONNEL

Affirmative action plans	Permanent
Employment applications, hires employee files, non-hires	Three years
Employment examinations, hires employee files, non-hires	Three years
Individual employee files	Until presumption of death (70 years)
Pay plans	Until superseded
Performance evaluations	Employee file
Physical/psychological exams	Employee file

UTILITIES (Operation and Maintenance)

As built plans	Life of structure or improvement
Maintenance records	Permanent
Meter records	Until removed from service
Plans and specifications	Life of structure or improvement
Plant operation records	Five years
Reports to regulatory agencies	Twenty years
System maps	Permanent

PROPERTY TAX

Application for tax relief	One year
Assessment roll	Three years
Delinquent tax records	Three years or until collected (10 year maximum)
Notices to taxpayers (tax bill)	One year
Tax receipts	Five years
Tax roll	Permanent

MISCELLANEOUS

Activity reports (monthly)	One year
Activity reports (annual)	Five years
Audio/video recordings	Ten years or until superseded
Contracts and agreements	Until expiration plus seven years
Daily cash reports	Until audited plus three years
Departmental correspondence	Ten years
Executive correspondence	Ten years
Plans and specifications	Life of structure or improvement
Routine correspondence	Three years
Radio and telephone log (other than fire and police)	Two years
Receipts	Until audited plus three years

(1982 Code, § 1-1101, as amended by Ord. #35-18, Nov. 1999)