

RESOLUTION NO. _____

A RESOLUTION OF THE TOWN OF COLLIERVILLE
ADOPTING A RECORDS MANAGEMENT PLAN

WHEREAS, the Tennessee Public Records Act, Tennessee Code Annotated (T.C.A.), § 10-7-503, et seq., in effect, necessitates that the Town establish and maintain a program for the management of the records of its offices and departments; and

WHEREAS, Tennessee Code Annotated § 10-7-702 authorizes the Municipal Technical Advisory Service, a unit of the Institute for Public Service of the University of Tennessee to compile and print, in cooperation with the State Library and Archives, a records retention manual to be used as a guide by municipal officials in establishing retention schedules for all records created by municipal governments in the state; and

WHEREAS, the Board of Mayor and Aldermen desire to provide for an orderly and efficient system of records management applicable to Town officers and employees on the subject of public records management and preservation, and to ensure that the procedures used to manage and preserve public records will be uniform throughout the organization.

NOW, THEREFORE BE IT RESOLVED by the Board of Mayor and Aldermen of the Town of Collierville this _____ day of September, 2005, that the attached Records Management Plan is hereby adopted to provide for a comprehensive, uniform system for management of Town records.