

**LOUDON COUNTY COMMISSION WORKSHOP**  
**Loudon County, Tennessee**  
**Monday May 21, 2018**  
**County Office Building**  
**6 PM**

**AGENDA**

1. Comments by Members of the General Public
  
2. **Loudon County Mayor – Buddy Bradshaw**
  - A. Loudon County Public Records
  
3. **Purchasing Director – Susan Huskey**
  - A. Employee Insurance
  
4. **Budget Director – Tracy Blair**
  - A. Recommended Approvals

# Loudon County Tennessee

## Records Assessment

May 1, 2018

Prepared by John Cardwell

### Introduction

In February 2018, I approached Loudon County Mayor, Rollen Buddy Bradshaw with a proposal to develop an Archive for Loudon County. I have researched this project for several years and felt with the approaching 150<sup>th</sup> anniversary of Loudon County in 2020, the time was right to begin this project. Mayor Bradshaw asked me to form a committee to begin the research phase of the project. In addition to myself, this committee is composed of Bo Carey, John Napier, Harold Amburn, and Rollin Bradshaw. The committee determined the first step in this project was to conduct a records assessment for the county. This report is the result of that assessment.

### Background

Civic memory is a resource every bit as precious to community welfare as fiscal integrity, public health, education, law and order, and economic development. Civic memory is found in public records, the documents that are tools of government and evidence of the actions of government. The confidence of citizen voters and taxpayers in their governments rests on the integrity of the public record. Tennessee State law recognizes this by requiring that certain records be kept for a time until they are no longer useful, and they may be destroyed; and by requiring that other records are “permanent” and should be kept available for public inspection for so long as it is humanly possible to preserve them. These records and the civic memory they embody are easily damaged by neglect.<sup>1</sup>

### Purpose and type of assessment

The purpose of this report is to provide the Loudon County Mayor and the Loudon County Commission with an assessment of the records management process and the physical facilities used to store public records within Loudon County. It is not the intent of this report to place blame but to provide illumination. The principal of non-attribution was used so that employees would be open about their concerns and issues during interviews. The assessment primarily focused on permanent records as defined by Tennessee County Technical Assistance retention schedule (CTAS -2063) but did review storage requirements for current and long-term temporary records.

### Methodology

The methodology used was personal interviews with county employees to discuss records management, training, and issues and an on-site inspection of record facilities to determine storage requirements, records condition, and public accessibility. Though the focus was on permanent records,

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<sup>1</sup> Archives Guidelines: A Self-Evaluation Handbook for Developing Archives Programs in Counties, Cities, and Towns in the State of Tennessee

the assessment did look at storage and record disposition for temporary records. Further, records stored in the basement of the Loudon County Court House were inventoried and marked in accordance with the retention schedule per CTAS -2063. Dr. Wayne C. Moore, Chairman and State Historical Records Coordinator and Assistant State Archivist, and Kelly Wilkerson, East Tennessee Coordinator for Archive Development, Tennessee State Library and Archives, provided technical advice and assistance to this assessment.

### **Legal authority**

State laws on records management are found primarily in Title 10, Chapter 7 of the Tennessee Code Annotated. Parts 1 and 2 of that chapter contain several statutes about preserving, transcribing, and indexing records. T.C.A. § 10-7-102 requires the county to “procure for the register’s office well-bound books for registering therein such instruments of writing as are required by law to be registered...”. T.C.A. § 10-7-104 directs how to transcribe information from books that have been “damaged or mutilated by fire or otherwise,” where T.C.A. § 10-7-105 requires the county to appropriate money to rebind books when necessary. It is important for Loudon County Officials to understand the laws governing record keeping and preservation since county officials can be held liable for failure to safely keep the records of his or her office. Further, Tennessee Code Annotated §10-7-403 defines a public record as:

1. all documents, papers, records, books, and books of account in all county offices, including, but not limited to the county clerk, register, trustee, sheriff, assessor, executive, and commissioners;
2. the pleadings, documents, and other papers filed with the clerks of all courts —including courts of record, general sessions courts, and former courts of justices of the peace, and minute books and other records of these courts; and
3. the minutes and records of the county legislative body.”

Note: Records of other offices, such as county schools, that are allocated funds from the county budget are also public records subject to the authority of the public records commission and these statutory provisions.

### **Open Records Requirements**

Since government records are generally open to public inspection, the task of managing records becomes even more important and more complicated. The principle of allowing public access to government records, combined with so-called “sunshine laws,” which require open meetings, is considered an important check on government and an important defense against corruption in public office and mismanagement of public resources. Unless there is a specific legal exemption that makes a record confidential, the public has the right to inspect and get a copy of the records of government agencies. County officials, not only preserve and keep records, but must allow public access to these records for inspection. Unless county records are well organized and well protected, Loudon County may not be able to comply with public requests for information, undermining public confidence in government and hindering your office’s relationship with the citizens it serves.

Per TCA §10-7-503, public records must be open for public inspection, “(2)(A) All state, county and municipal records shall, at all times during business hours, which for public hospitals shall be during the business hours of their administrative offices, be open for personal inspection by any

citizen of this state, and those in charge of the records shall not refuse such right of inspection to any citizen, unless otherwise provided by state law.”

#### **Notes and General Requirements for long term storage of records<sup>2</sup>**

##### **Natural and Unnatural Disasters.**

To the greatest extent possible, consistent with unimpeded use and access to materials for archives processing and research, the facility should be located and constructed to minimize the likelihood that its contents will suffer from storm, flood, dampness, earthquake, fire, explosion, infestations of pests, mold, and airborne pollutants.

##### **Fire Protection, Suppression, and Prevention.**

Experts cannot seem to agree on an optimal fire protection and suppression system since each kind of system seems to have significant disadvantages. Gaseous suppression systems such as halon may be effective, but they are dangerous to humans and expensive to maintain. Water sprinkler systems are effective, but water may be as damaging to archives as fire. Nevertheless, there are some guidelines that can be followed to create the best possible chance for archives survival in case of fire.

- Insofar as possible, structure, furnishings, and equipment should be made of fire-resistant or fire-retardant materials.

- Delivery of electricity to storage areas is necessary to effective operations, even more so in the computer age, so it is impossible to exclude electricity from storage areas. However, great care must be taken to minimize the electrical lines, junctions, transformers, and switches and other installations that might cause fire; and great care must be taken to use the best, fire-preventive materials and installation techniques to minimize if not eliminate likelihood of electrical fires.

- Conflagrations in open-faced stacks may be retarded if each shelf is enclosed on five of its six sides with heavy-gauge steel and if its contents do not overlap the edges but are recessed at least a half inch.

- Fire alarms and suppressant activation devices should be of both the heat sensing and smoke sensing (ionization) kinds. Alarm sensors should be set at a slightly greater sensitivity than the suppressant activation sensors so that they precede actual activation of suppressant systems. Both should be set at the minimum levels of sensitivity consistent with active use of the space they protect.

- Water remains the fire suppressant of choice, despite the manifest potential for severe water damage to archives. Independent head-activated localized delivery through wet-pipe sprinkler systems also seems to be the method of choice.

##### **Floors.**

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<sup>2</sup> Tennessee Archives Management Advisory 1999 ARCHIVAL FACILITIES CLASSIFICATION AND SPECIFICATIONS OF STRUCTURES AND COMPONENT SPACES

Except in reading rooms, where carpeting serves to absorb sound and contributes to a quiet study atmosphere, floor covering should be of an inert, hard tile material that is easy to wipe clean of dust, impervious to liquid, and over which wheeled carts can roll with ease.

Areas.

Public areas must be physically separate from and separated from staff and storage areas by physical barriers and controlled access. However, public entrances, lavatories, reception areas, and the reading room itself must be convenient and accessible.

Lighting.

External sunlight must be minimized and limited to the more public areas such as the reception lobby, and even there it should be ultraviolet filtered. Internal lighting should minimize ultraviolet emissions, and all fluorescent lighting should be filtered to block ultraviolet rays.

#### **Physical Storage locations used by Loudon County**

The following Loudon County record storage locations were assessed:

Loudon County Courthouse

Loudon County Courthouse Annex

Loudon County Government Building (River Road)

Loudon County Justice Center

Loudon County Board of Education Vocational Center

Highway Department

#### **Loudon County Courthouse**

The Clerk and Master of the Chancery Court and the Clerk for Sessions and Criminal Courts are the primary users of record storage areas within the Loudon Courthouse. The Clerk and Master stores permanent records in three built-in vaults and in office areas. The Circuit and Criminal Court uses one built-in vault and four rooms as well as the hallway for record storage. None of the rooms have fire suppression and all are exposed to fluorescent lighting and sunlight. Several rooms are dual purpose where records are stored



with cleaners which produce fumes that will cause deterioration of records. Records stored in the office areas have HVAC, but the vault areas must have doors opened to allow for HVAC. There is no humidity monitoring or control in any areas. Some shelving units are wood which does not meet archival standards and is prone to moisture retention. Security is maintained by office

personnel, but open access requires employee to escort citizens to up to 13 different rooms for record inspections. The courthouse basement is used to store both permanent and temporary records from multiple offices. The basement has limited HVAC, and is prone to flooding, rodents, insects, and mold. This area is not suitable for record storage and would be cost prohibitive to bring to standards for the space reclaimed.

### Courthouse Annex



The Annex stores permanent records for the County Clerk, Register of Deeds, Planning and Zoning, and Solid Waste. The top floor used by the County Clerk and the Register of Deeds, provide areas for documents from 1870 to present day. Most of these records are in the form of bond leather books. The area has HVAC but no humidity control or monitoring. Records are protected from sunlight but are exposed to fluorescent light. The records are secured by office personnel but require an employee to escort personnel if public inspection is desired. In the basement the Property Assessor stores approximately 150 cubic feet of temporary records (assessment cards) which he deems essential to maintain (this allowed by TCA and is a common practice among area property assessors). Permanent records from the Planning and Solid Waste show evidence of water damage from previous flooding. Some records are stored in mechanical rooms and present a safety hazard by blocking access to electrical panels. Further, records are stored in dual purpose rooms containing cleaners and other mechanical equipment.



### Justice Center

The Justice Center stores permanent records from the Sherriff's department, Juvenile, probate, and Sessions Courts. Records in the Justice Center are in seven different rooms. The rooms used in some cases are electrical and mechanical rooms and not built to store records. Leather bond books are not stored to archival standards. The rooms are serviced by HVAC



but provide no humidity control or monitoring. Record rooms are protected from sunlight but are exposed to fluorescent lighting. There is no fire suppression available. Public access is limited due to proximity to the main courtroom and the requirement to pass sheriff's security at the front door. Due to the various locations of the records, clerk's reported probate records were vandalized during past public inspections due to office personnel having to tend to other matters.

### County Building

The County building stores permanent records from the Election Commission, Human Resources, Board of Education, Purchasing, and Accounting. Records are stored throughout the building and in the attic above the old cafeteria. Much space is devoted to the storage of temporary records due to lack of knowledge on retention schedules. Some offices have not maintained required permanent records as law. During



the assessment, office personnel reported not being aware of which records were required to keep and had to spend time to locate records upon request. The building does have HVAC but does not provide fire suppression. Security is provided by office personnel but requires employee time to locate and escort personnel desiring access.

**Board of Education Vocational Building (Harrison Ridge Road)**

The Board of Education stores permanent graduation records in a former classroom. Permanent files are stored in four drawer filing cabinets in room which has fire suppression and HVAC. The room is secured by employees. However, there is approximately 90 cubic feet of records of students which attended Loudon County Schools but did not graduate stored in various unapproved containers in the open area of the room.



**County Highway Department**

The Highway department maintains current records and does not have required permanent records prior to 2000 due to an office “clean-up”. It does maintain two historical road fee books from the 1920s.

**Space requirements**

The following table provides an estimate of cubic foot requirements to store permanent records. Records are in the form of Leather bond books, loose records, or flat maps.

Department	Location	Bound Books (CF)	Loose Records (CF)	Flat Maps and Charts (CF)	Other	Total	Notes
Clerk and Master	Court House	28	212	0	3	243	
County Clerk	Annex	161	4	0	0	165	
Accounting/Purchasing	River Road	0	4	0	0	4	
Circuit and Criminal Court	Court House	57	729	0	0	786	
Election Commission	River Road	0	8	0	0	8	Note 1
Department of Education	River Road	2	367	0	0	369	
General Sessions Court	Justice Center	0	1114	0	0	1114	
Probate Court	Justice Center	18	91	0	0	109	
Highway Department	Higway Department	0	0	0	0	0	Note 2
Juvenile Court	Justice Center	31	122	0	0	153	
Planning and Zoning	Annex	0	4	0	4	8	
Registers of Deeds	Annex	Note	N/A	N/A	N/A	0	Note 3
Sherriff	Justice Center	0	0	0	0	0	Note 4
Solid Waste	Annex	0	0	0	0	0	Note 5
Trustee	Annex	0	0	0	21	21	Note 6
Various Departments	Courthouse Basement	10	12	5	3	30	Note 7
		<b>307</b>	<b>2667</b>	<b>5</b>	<b>31</b>	<b>3010</b>	

- Note 1 All permanent records prior to 1976 have been lost. Currently hold 8 cubic feet of records
- Note 2 All permanent records prior to 2000 have been lost
- Note 3 No recommendation to archive register records
- Note 4 All permanent record prior to 1980 were lost
- Note 5 Department has not records prior to 1970
- Note 6 Department maintains all records digitally. No permanent hard copy records maintained in office
- Note 7 Multiple departments have stored both temporary and permanent records in the courthouse basement

### Record Management

During the conduct of this assessment, I spoke with every department head and many employees about record management. There is a clear lack of a formalized record management process and written policies within the county. This has led to the destruction of permanent records and the storing of temporary records past the recommended time prescribed by the Tennessee County Advisory Technical Service (TCAS) Record Retention Schedule, costing the county storage space, funding for record storage, and employee time. Most record management issues are due to absence of a Public Records Commission and lack of written records management policy and operating procedures.

#### **Public Records Commission**

To provide for the orderly management and disposition of public records, TCA §10-7-401 requires county governments to establish a public records commission.

“In order to provide for the orderly disposition of public records created by agencies of county government, the county legislative body shall create within the county a county public records commission, composed of at least six (6) members. The county mayor shall appoint three (3) members and the county legislative body shall confirm each appointee. Of the three (3) appointees, one (1) shall be a member of the county legislative body, one (1) shall be a judge of one of the courts of record or designee of such judge which holds court in the county and one (1) shall be a genealogist. The county clerk, or the designee of the county clerk, county register, or the designee of the county register, and the county historian shall be ex officio members of the commission. In counties having a duly appointed county archivist, that person shall also serve as an ex officio member of the commission. In counties having a technology department or information technology department, the county legislative body may designate the director of such department as an ex officio member of the commission, and if so designated, the director or designee of the director shall also serve as an ex officio member of the commission. Each elected member of the commission shall hold office during the term for which the member was elected to office. If a vacancy occurs in one (1) of the appointed positions, the county mayor shall appoint a person in the same manner as the original appointment.”

According to the Tennessee County Technical Advisory Service (TCAS) memorandum CTAS-179, the county public records commission is granted the power to oversee the preservation and authorize the destruction of public records as defined by the law to be within the jurisdiction of the commission. Those records within the jurisdiction of the county public records commission include—

- All documents, papers, records, books, and books of account in all county offices;
- The pleadings, documents, and other papers filed with the clerks of all courts including the courts of record, general sessions courts, and former courts of justices of the peace and the minute books and other records of these courts; and
- The minutes and records of the county legislative body.

The most important role of the County Public Records Commission is to provide oversight and make determinations regarding the ultimate disposition of the records of county offices. Individual elected officials have a great deal of independence in the management of their own offices. Recognizing

this and realizing the danger of a single official having the sole discretion regarding whether to keep important public records, the state legislature created the county public records commission and provided it with the authority to decide whether county records should be retained or destroyed. It is the responsibility of the commission to ensure that no county records that need to be preserved are destroyed prematurely and to ensure that original records which have been reproduced into other storage media have been properly duplicated before the originals are destroyed. In working with county officials, the commission should strive to balance this responsibility to protect records against the need to manage records efficiently. Since destroying records is necessary for keeping the records of an office manageable, the commission should encourage and cooperate with local officials in culling the obsolete and unnecessary records from their offices.

### **Records Management Policy and Procedures**

Employee interviews revealed the lack of written record management policies and procedures. This has led to record keeping inconsistency and confusion. Further, this led to the destruction of vital historical records and the “hoarding” of temporary files. Additionally, as the county moves towards digital records, a sound written policy is essential to preserving those records deemed as permanent. There is no formal employee record management training program or a county level record oversight program.

### **Microfilming**

In 1989, in conjunction with the Preservation Services Section, Tennessee State Library and Archives, Loudon County completed microfilming some of the permanent records from the courts and departments of; Chancery, Circuit, Criminal, County, Probate, Registers of Deeds, Board of Education, and Trustee. Most microfilmed records stop between 1984 and 1987. This provides an archive approved back-up to paper records.

### **Recommendations:**

#### **Record Management:**

1. County Commission should immediately establish a Public Records Commission in accordance with TCA §10-7-401. The County Mayor should provide recommended names for County Historian, County Archivist, a judge, a county commissioner, and a genealogist for commission approval. The PRC is the heart of a good record management program for the county. This body establishes the policies and procedures for records management and provides oversight for the process. The PRC should report to the county mayor and commission at least twice annually the status of record management within the county.
2. Appoint a County Records Officer (CRO). The PRC (once established) should recommend to the county mayor, an individual who he can nominate to the county commission for approval of as the County Records Officer. Under the general direction and guidance of the county mayor and with the

advice of the county public records commission, the county records officer develops and manages the county records management program, reviews the performance of the records management program, advises the county mayor and public records commission on the performance of the records management program, reports at least quarterly to the county mayor and public records commission on the performance of the county records management program.

3. Implement a county records management program based on records management policies and procedures advised by the Records Management Division (RMD) of the state government's Department of General Services, by the Tennessee State Library and Archives (TSLA), and by the County Technical Assistance Service (CTAS).

4. Direct each department head or court clerk to appoint in writing a record custodian responsible for record management and oversight within their department. A records custodian in each department is the point of contact back to the PRC for all matters related to records management and works with the CRO for the efficient management of public records. The custodian is the expert on records relating to their office and can provide advice to the office holder or department head and the PRC on issues specific for that office.

5. Implement a county wide record management training program for record custodians to ensure proper records retention, storage methods, and legal responsibilities for records requests.

6. Complete microfilming of permanent records from 1987 to present day. Develop a program to microfilm permanent records annually.

7. Convert current microfilm to digital format to increase ease of public access. This will meet the open records requirement and reduce the cost of employee time for research and open records assistance.

#### **Records Storage:**

1. County Commission approve a resolution to establish a Loudon County Archive to store permanent records. Suggest initially storing permanent records from 1870 to 1970. Based on current space issues recommend priority of record migration be Sessions, Probate, Juvenile, Circuit, Criminal, Chancery, and County Court. A well-designed Archive is a cost-effective way to preserve permanent historical documents, reduce the cost on office holders to store these documents, free space within office holder's areas for current or active records, and provide ease of access to the public without adding a burden to office employees. Recommend a facility of a minimum of 6,000 square feet to accommodate current records needs and future migration of records.

2. Consider establishing a records center for the store of long-term temporary inactive records. A Records center is intended to hold inactive records that may be either permanent or long-term temporary and, if done correctly, the center could save money by pooling assets from various offices to share the burden of records management and storage.

#### **Conclusion**

2020 marks the 150<sup>th</sup> anniversary of the establishment of our county. Loudon County has a proud history and it is incumbent on each of us to protect that history. The intent of this project is first

and foremost to assist Loudon County in meeting our legal obligations to its citizens and to help protect and preserve the very documents which established this county almost 150 years ago. The recommendations provided in this report have that purpose in mind. However, there is that corollary benefit. A well-run archive can become a place of civic pride, where we can go beyond just our public records, but a place for citizens to donate family and private records, photographs, and other items which remind us of just who we are as a community. Yes, we have problems, some embarrassing, but nothing that a little effort won't fix. It is a matter of pride. It just takes the will to do it. I can think of no better way to mark our 150<sup>th</sup> anniversary than a gift to our citizens which protects and preserves our history for future generations.

Questions concerning this report may be directed to [jecardwell62@gmail.com](mailto:jecardwell62@gmail.com) or 865-591-6779

**LOUDON COUNTY COMMISSION**  
**RESOLUTION 060418- \***

**WHEREAS**, *Tennessee Code Annotated*, Section 5-18-101, states the legislative body of each county shall appoint some person of the county as county historian, who shall serve without compensation and whose duties shall include, but not be limited to, collecting and preserving local and state history, and in doing so, to work with, in such manner as may mutually be agreed upon, the state historian, the state library and archives and the Tennessee historical commission.

**WHEREAS**, *Tennessee Code Annotated*, Section 5-6-106 9 (c) allows for the appointment of a county archivist director.

**WHEREAS**, the county legislative body of Loudon County has determined it is in the best interests of Loudon County to confirm the appointment of the following persons to the positions indicated;

**NOW, THEREFORE, BE IT RESOLVED**, by the county legislative body of Loudon County, Tennessee, that the following persons are confirmed in the following positions:

Darrell Tuck, Loudon County Historian  
John Cardwell, Loudon County Director of Archives

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

Adopted this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

APPROVED:

\_\_\_\_\_  
Loudon County Mayor

ATTEST:

\_\_\_\_\_  
Loudon County Clerk

\_\_\_\_\_  
Loudon County Commission Chair

**LOUDON COUNTY COMMISSION**  
**RESOLUTION 060418- \***

**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 a 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 executive 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 county archivist shall be *ex officio* members of the commission; and,

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

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

Matthew Tinker, Member of the County Legislative Body (four year term)

Hank Sledge, Judge of a Court of Record (one year term)

Richard Steele, Genealogist (two year term)

Darlene Russell, County Clerk, *ex officio* member

Tracie Littleton, County Register, *ex officio* member

Darrell Tuck, County Historian, *ex officio* member

John Cardwell, County Archivist, *ex officio* member

Thomas Lewis, County Technology Director, *ex officio* member

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

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

APPROVED:

ATTEST:

\_\_\_\_\_  
Loudon County Mayor

\_\_\_\_\_  
Loudon County Clerk

\_\_\_\_\_  
Loudon County Commission Chair

**LOUDON COUNTY COMMISSION**  
**RESOLUTION 060418- \***

**WHEREAS**, *Tennessee Code Annotated, Title 10, Chapter 7*, requires that records of permanent value be preserved and made available for public inspection; and

**WHEREAS**, the Secretary of the State of Tennessee, through the Tennessee State Library and Archives, advises that the most effective and economical means of achieving this public benefit with respect to the keeping of older local records is through the administration of a local government archives;

**NOW, THEREFORE, BE IT RESOLVED**, by the county legislative body of Loudon County, Tennessee, meeting in regular session at Loudon, Tennessee, that:

Section 1. The County Archives of Loudon County is hereby established as a department of county government to operate according to the rules and regulations set by the Loudon County Public Records Commission and under the direction of the county mayor;

Section 2. Pursuant to *T.C.A. § 5-6-106(c)*, the county mayor shall appoint an archives manager subject to the confirmation of the county legislative body. The manager shall report to and serve at the pleasure of the county mayor.

Section 3. The archives shall be the repository for inactive permanent records of the County that are no longer required by county offices for current operations, and county government offices shall transfer inactive records to the archives upon the completion of their retention terms set by the public records commission.

Section 4. The archives shall hold title, dominion, and control of the said records in trust for the citizens and government of Loudon County, and shall permit no harm nor loss to the records to deprive the citizens and government of the county of the property or benefit of the said records.

Section 5. The archives shall keep and maintain the said records and shall make them available for public inspection according to the pertinent provisions of *Title 10, Chapter 7 of the Tennessee Code Annotated*, in accordance with archival standards and advice set by the state archives of the Tennessee State Library and Archives, and in accordance with rules and regulations set by the county public records commission.

Section 6. The archives shall be appropriated funds each year by the county legislative body for the necessary facilities, salaries, supplies, services, furnishings, utilities, and other costs to administer the said records.

Section 7. The archives may charge and receive copying fees for the copying of documents in the archives according to a fee schedule proposed by the county public records commission and approved by the county legislative body. Any revenue generated by such fees shall be turned over to the trustee to be deposited in the county general fund but shall be earmarked for expenditure solely for the procurement of archival supplies and services that will help to preserve and protect the records of the county and other valuable historical documents entrusted to the care of the archives.

Section 8. The archives may, with the concurrence of the county public records commission, accept donations of historical materials that are of historical value in documenting the historical experience of the citizens of Loudon County, provided that a duly executed deed of gift, accepted on behalf of the county by the county mayor, shall govern the receipt and administration of all such donations, which donations shall be held by the archives in trust for the benefit of the citizens of Loudon County.

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

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

APPROVED:

\_\_\_\_\_  
Loudon County Mayor

ATTEST:

\_\_\_\_\_  
Loudon County Clerk

\_\_\_\_\_  
Loudon County Commission Chair