

RESOLUTION 2017-05

**A RESOLUTION TO AMEND THE CITY OF FRANKLIN RECORDS RETENTION POLICY
RELATIVE TO SOCIAL MEDIA AND SECURITY VIDEO RECORDINGS**

WHEREAS, on September 13, 2005, the Board of Mayor and Aldermen of the City of Franklin ("Board") adopted a Resolution Providing for the Retention, Maintenance, Preservation, Protection and Scheduled Destruction of Records; and

WHEREAS, as its policy for required records retention timeframes, the Board adopted "Records Management for Municipal Governments...a reference guide for city officials and municipal records custodians" ("Policy"), a Municipal Technical Advisory Services ("MTAS") publication; and

WHEREAS, the City is an active participant in social media networking by way of third-party websites such as, but not limited to, Facebook, Twitter and Nixle; and

WHEREAS, the City has security cameras in garages and other City-owned properties; and

WHEREAS, the Policy does not provide a retention schedule for public records that may be created by the use of social media or by security cameras; and

WHEREAS, it would place a burden on City staff and resources to retain these records for an extended period of time; and

WHEREAS, the Board of Mayor and Aldermen find that it is in the best interest of the City, and will promote more efficient operations and better use of City resources, to amend the Policy to acknowledge social media and security video recordings as "temporary records," thereby placing a period of 120 days on social media records and 30 days on security video recordings on the City to retain these records.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF FRANKLIN, TENNESSEE, AS FOLLOWS:

Section 1. The City of Franklin's records retention Policy is modified to add two new subsections addressing Social Media Records and Security Video Recordings as is shown in Exhibit A, which is attached to this Resolution and incorporated as if stated fully herein.

Section 2. This Resolution shall be effective upon its adoption and shall survive any subsequent modification made by MTAS to the Policy relative to Social Media and Security Video Recordings.

ADOPTED THIS _____ DAY OF _____, 2017.

CITY OF FRANKLIN, TENNESSEE

Attest:

Dr. Ken Moore
Mayor

Eric S. Stuckey
City Administrator

APPROVED AS TO FORM BY:

Kristen L. Corn, Assistant City Attorney



I. General Administration (*cont'd*)

DESCRIPTION OF RECORD	RETENTION PERIOD	LEGAL AUTHORITY/RATIONALE
I-27. Reports of City Officials, Departments, Commissions, and Committees. Reports submitted to the municipal legislative body containing data on finances, work performed, plans, personnel, etc. Some reports submitted annually at the end of the fiscal year. These reports should be recorded in the municipal legislative body's minutes.	If reports are not recorded in legislative body's minutes, preserve permanently one copy of annual reports, or if there is no annual report, preserve permanently one copy of all monthly, quarterly, or semiannual reports.	The city recorder's office serves as a repository of these reports, which constitute a historical record of the operation of the various offices, departments, and committees of the city.
I-28. Settlement Agreements. Instruments evidencing the settlement of claims against the city.	Retain 7 years after the terms of the agreement have been met.	Based on statute of limitations for breach of contract plus 1 year. T.C.A. § 28-3-109.
I-29. Social Media Records. Records created by the City's use of third-party social media sites such as, but not limited to Facebook, Twitter, and Nixle.	Retained by the City for 120 days. <i>Temporary records; sites housing records are not owned or maintained by the City.</i>	
I-30. Surveillance Records. Records created by surveillance video in garages and other City-owned properties.	Retained by the City for 30 days. <i>Temporary records.</i>	