



# Metropolitan Nashville and Davidson County, TN

## Legislation Text

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An ordinance to amend Section 4.12.200 of the Metropolitan Code of Laws regarding retention of procurement records.

WHEREAS, pursuant to Metropolitan Nashville Government Procurement Regulation 4.12.200, only sole source and emergency records are required to be retained by the Purchasing Agent for a three-year period; and

WHEREAS, earlier this year, an audit recommended this policy be expanded to include all procurement records for a period deemed appropriate by Metro Nashville; and

WHEREAS, the audit stated that "having a formalized policy in place will encourage appropriate procurement record retention and organization"; and

WHEREAS, a retention policy of at least three years for all procurement records should be codified in the Metropolitan Code of Laws.

NOW, THEREFORE, BE IT ENACTED BY THE METROPOLITAN COUNCIL OF NASHVILLE & DAVIDSON COUNTY:

Section 1. That Section 4.12.200 of the Metropolitan Code of Laws is hereby amended as follows:

### 4.12.200 - Retention of procurement records.

All procurement records shall be retained and disposed of in accordance with records retention guidelines and schedules approved by the standards board, the public records commission, and the director of law. All procurement records shall be retained for a period of at least three years; however, a longer retention period may be established.

Section 2. This ordinance shall take effect from and after its enactment, the welfare of The Metropolitan Government of Nashville and Davidson County requiring it.

### Analysis

This ordinance codifies a three year procurement records retention requirement. Section 4.12.200 of the Metro Code currently provides that only sole source and emergency records are required to be retained by the Purchasing Agent for a three-year period. An audit from 2020 recommended that this policy be expanded to include all procurement records.

This ordinance provides that all procurement records are to be retained in accordance with the Public Records Commission retention guidelines, but for not less than three years.