



STATE OF TENNESSEE
DEPARTMENT OF GENERAL SERVICES

STEVEN G. CATES
COMMISSIONER

BILL HASLAM
GOVERNOR

MEMORANDUM

TO: The Honorable Tre Hargett, Secretary of State
The Honorable Justin Wilson, Comptroller of the Treasury
The Honorable David Lillard, State Treasurer
Joseph Barnes, Director, Legal Services
Steven G. Cates, Secretary

FROM: Abigail Lipshie, Esq., Assistant General Counsel
Department of General Services

DATE: August 20, 2012

SUBJECT: Electronic Records

The Tennessee Public Records Act addresses electronic records in Tenn. Code Ann. § 10-7-121. This statute allows, as long as no other law forbids it, that any information “required to be kept as a record by any government official may be maintained on a computer or removable storage media, including CD ROM disks, instead of bound books or paper records...”¹ The statute also requires these electronically stored documents to be available for public inspection unless confidential,² due care to be taken to maintain any information that is a public record for the requisite retention period,³ and a paper copy of the information to be made available if needed or requested by the public.⁴

cc: Thaddeus E. Watkins, III, General Counsel
Department of General Services

¹ Tenn. Code Ann. § 10-7-121.

² Tenn. Code Ann. § 10-7-121(a)(1)(A).

³ Tenn. Code Ann. § 10-7-121(a)(1)(B).

⁴ Tenn. Code Ann. § 10-7-121(a)(1)(C).