



**State of Tennessee  
Department of State  
Tennessee State Library and Archives  
403 Seventh Avenue North  
Nashville, Tennessee 37243-0312**

**PUBLIC RECORDS COMMISSION  
RECORDS, 1956-1996**

**RECORD GROUP 152**

**Processed by: Greg Yates  
Archival Technical Services  
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## **Introduction**

An Act of the Legislature, Tennessee Public Acts of 1957, Chapter 107 was responsible for the creation of the Public Records Commission. Administration of the Commission was placed under the direction of the State Librarian and Archivist. The first regular meeting of the Commission occurred on May 28, 1957 at the Tennessee State Library and Archives in Nashville, Tennessee. Membership in the Public Records Commission consisted of the Attorney General, the Comptroller, the State Historian, the State Librarian and Archivist, and the Chairman of the Legislative Council. Also included was one non-voting member, as well as the President of the Tennessee Historical Society. The first members of the Commission were George F. McCanless, Attorney General; William R. Snodgrass, Comptroller of the Treasury; Robert H. White, State Historian; Thomas A. Johnson, Executive Director, Legislative Council Committee; Dan M. Robison, State Librarian and Archivist, and Robert T. Quarles, Jr., President-elect of the Tennessee Historical Society.

The duty of the Commission, as outlined in the act, was to “determine and order proper disposal of state records to include preservation of the original records in whole or in part, preservation by photographic or other reproduction processes, or outright destruction of the records.” The Commission was under mandate to elect its chairman and meet twice a year. In 1974 Public Chapter 739 transferred the Commission to the Department of Finance and Administration. As part of the transfer, the primary duty of creating “Records Disposition Authorizations” fell to the Records Management Division of the Department of Finance and Administration. Another transfer occurred in 1981, when Public Chapter 364 moved the Commission to the Department of General Services. Afterwards, the duties of the Public Records Commission were those of review and final approval for disposition. A third transfer of the Public Records Commission occurred in 2013 by Public Chapter 207, which placed it under the administration of the Secretary of State’s Office, where it currently resides.

## **Scope and Content Note**

The Public Records Commission record group spans the years 1956 through 1996, and measures .75 cubic feet. The bulk of the collection, covering the years 1957-1984, consists of minutes from the various Commission meetings, including the first meeting in 1957. Although attempting to meet twice a year, their meeting schedules were often erratic, which is reflected in this small collection. Also in the collection are Records Management Study reports, plans for a new records center, and some very early Records Disposition Authorizations. Audio recordings of the Commission meetings (Box 3) reside in the Tennessee State Library and Archives vault; therefore, a 24 hour notice is required to allow the audio material to acclimate before use.

For audio of Public Records Commission meetings beginning in 1985, see the Legislative Recording Program holdings in the State Library and Archives. You may find additional Public Records Commission materials beginning with year 1987 in Record Group 310, Secretary of State's Records.

## Container List

### Box 1

1. Correspondence-- Public Records Commission, 1956-1977
2. Correspondence-- Public Records Commission, 1978-1980
3. Correspondence-- Public Records Commission, 1981-1985
4. Correspondence-- Notification of Public Records Meetings and Agendas, 1961-1980
5. Minutes-- Public Records Commission, May 28, 1957
6. Minutes-- Public Records Commission, January 28, 1958
7. Minutes-- Public Records Commission, July 22, 1958
8. Minutes-- Public Records Commission, December 4, 1958
9. Minutes-- Public Records Commission, February 3, 1960
10. Minutes-- Public Records Commission, May 11, 1961
11. Minutes-- Public Records Commission, August 17, 1961
12. Minutes-- Public Records Commission, 1962-1963
13. Minutes-- Public Records Commission, November 20, 1964
14. Minutes-- Public Records Commission, June 11, 1965
15. Minutes-- Public Records Commission, May 24, 1966
16. Minutes-- Public Records Commission, May 16, 1967
17. Minutes-- Public Records Commission, May 2, 1968
18. Minutes-- Public Records Commission, December 19, 1968
19. Minutes-- Public Records Commission, May 15, 1969
20. Minutes-- Public Records Commission, 1972
21. Minutes-- Public Records Commission, September 24, 1973
22. Minutes-- Public Records Commission, 1974
23. Minutes-- Public Records Commission, December 19, 1975
24. Minutes-- Public Records Commission, July 29, 1976
25. Minutes-- Public Records Commission, May 8, 1977
26. Minutes-- Public Records Commission, December 15, 1977
27. Minutes-- Public Records Commission, November 16, 1978
28. Minutes-- Public Records Commission, February 13, 1980
29. Minutes-- Public Records Commission, July 21, 1980
30. Minutes-- Public Records Commission, December 10, 1980
31. Minutes-- Public Records Commission, December 16, 1982
32. Minutes-- Public Records Commission, March 10, 1983
33. Minutes-- Public Records Commission, October 25, 1983 (cancelled)
34. Minutes-- Public Records Commission, March 1, 1984
35. Minutes-- Public Records Commission, March 5, 1984

## Box 2

1. Minutes-- Public Records Commission, May 31, 1984
2. Minutes-- Public Records Commission, September 6, 1984
3. Minutes-- Tennessee State Library Management Board, September 6, 1984
4. Printed Materials-- Records Management Bulletins, 1976-1978
5. Reports-- "Administration of State Records," 1955
6. Reports-- Annual, Reports of Records Management Division to Department of General Services, 1987-1996
7. Reports-- "Construction Considerations for State of Tennessee Records Center," 1985
8. Reports-- "Disposition of Office Files," 1977
9. Subject Files-- Records Disposition Authorizations, Employment Security
10. Subject Files-- Records Disposition Authorizations, Public Health, Tennessee Department of
11. Subject Files-- Records Disposition Authorizations, Safety, Tennessee Department of
12. Subject Files-- Records Disposition Authorizations, Safety, Tennessee Department of
13. Subject Files-- Records Disposition Authorizations, Treasury, Tennessee Department of
14. Subject Files-- Records Management Study Commission, 1973-1974

## Box 3

1. Meeting Audio, Audograph Discs, 1967-1973
2. Meeting Audio, Audiocassette, 5/2/1974, Tape 1-2
3. Meeting Audio, Audiocassette, 5/2/1974, Tape 3
4. Meeting Audio, Audiocassette, 11/15/1974, Tape 1-2
5. Meeting Audio, Audiocassette, 11/15/1974, Tape 3-4
6. Meeting Audio, Audiocassette, 12/19/1975, Tape 1-2
7. Meeting Audio, Audiocassette, 7/29/1976, Tape 1-2
8. Meeting Audio, Audiocassette, 7/29/1976, Tape 3
9. Meeting Audio, Audiocassette, 3/8/1977
10. Meeting Audio, Audiocassette, 12/15/1977, Tape 1-2
11. Meeting Audio, Audiocassette, 12/15/1977, Tape 3
12. Meeting Audio, Audiocassette, 11/16/1978, Tape 1-2
13. Meeting Audio, Audiocassette, 11/16/1978, Tape 3
14. Meeting Audio, Audiocassette, 2/13/1980
15. Meeting Audio, Audiocassette, 7/21/1980
16. Meeting Audio, Audiocassette, 12/16/1982, Tape 1
17. Meeting Audio, Audiocassette, 12/16/1982, Tape 2
18. Meeting Audio, Audiocassette, 12/16/1982, Tape 3
19. Meeting Audio, Audiocassette, 3/10/1983, Tape 1
20. Meeting Audio, Audiocassette, 3/10/1983, Tape 2
21. Meeting Audio, Audiocassette, 2/9/1984, Tape 1

22. Meeting Audio, Audiocassette, 2/9/1984, Tape 2
23. Meeting Audio, Audiocassette, 2/9/1984, Tape 3
24. Meeting Audio, Audiocassette, 2/16/1984, Tape 1
25. Meeting Audio, Audiocassette, 2/16/1984, Tape 2
26. Meeting Audio, Audiocassette, 2/23/1984, Tape 1
27. Meeting Audio, Audiocassette, 2/16/1984, Tape 2
28. Meeting Audio, Audiocassette, 3/1/1984, Tape 1
29. Meeting Audio, Audiocassette, 3/1/1984, Tape 2
30. Meeting Audio, Audiocassette, 3/5/1984
31. Meeting Audio, Audiocassette, 5/31/1984, Tape 1
32. Meeting Audio, Audiocassette, 5/31/1984, Tape 2