



STATE OF TENNESSEE
DEPARTMENT OF GENERAL SERVICES

STEVEN G. CATES
COMMISSIONER

BILL HASLAM
GOVERNOR

MEMORANDUM

TO: All Commissioners, Agency Heads, General Counsel and Records Officers

FROM: Elizabeth Crawford, Management Consultant

SUBJECT: RDA Request Submission Clarification

DATE: April 12, 2012

As follow-up to the Public Records Commission meeting, held April 12, 2012, this memorandum is an attempt to clarify the intake by Records Management of RDA creation, revision, or deletion requests from all agencies and departments. Records Management would like to make clear that any RDA creation, revision, or deletion requests should no longer be held, but, instead needs to be submitted to the Records Management team as soon as possible. Upon submittal, we plan to work quickly to get these requests completed and sent through the appropriate approval processes as efficiently as possible.

Attached to this memorandum is the "RDA Submission Minimum Requirements" information sheet that was sent to all Agency Heads and Records Officers on April 11, 2012. Please note that at this point in time, for RDA Revisions, a memo can be submitted to the Records Management team in lieu of the Record Inventory Worksheet, provided that all of the outlined information is provided in the memo.

This clarification is being sent to all Commissioners, Agency Heads and Records Officers, as well as General Counsel who are now, per the March 19, 2012 request by Commissioner Steve Cates, supervising Records Officers during the process of getting all RDAs of each agency and department up-to-date and ensuring that the various retention requirements for all of the records are still valid.

We truly appreciate your willingness to make this request a priority and to continue to work towards our shared goal of effectively managing the state's records.

General Counsel questions can be directed to Thad Watkins, General Counsel, Department of General Services at 741-5922 or Thaddeus.E.Watkins@tn.gov.

Records Management questions can be directed to Elizabeth Crawford, Management Consultant, Department of General Services at 741-2293 or Elizabeth.C.Crawford@tn.gov. Thank you!

cc: Public Records Commission Members

RDA Submission Minimum Requirements

4/9/2012

RDA Creation

- Record Inventory Worksheet
 - The chairman signature line should be signed by the General Counsel
 - Still requires the signature of the Records Officer and Division Director
- Copy of laws, policies, rules ...etc, pertaining to the retention of the records
 - If supporting documentation does not exist and the records are to be retained for more than 5 years, a memo is required from GC or Commissioner's level justifying the need
- Sample of the record

RDA Revision

- Record Inventory Worksheet OR Memo
 - If you opt for a memo, please include the following information:
 - RDA number
 - Record series
 - Allotment code
 - What needs to be changed
 - The memo should be signed by the General Counsel
- Copy of laws, policies, rules ...etc, pertaining to the retention of the records
 - If supporting documentation does not exist and the records are to be retained for more than 5 years, a memo is required from GC or Commissioner's level justifying the need
- Sample of the record *if there is a change to the format of the record*

RDA Deletion

- Memo
 - Please include the following information:
 - RDA number
 - Record series
 - Allotment code
 - Justification for deletion
 - If the RDA is deleted because of another RDA, the superseding RDA should be mentioned in the memo
 - The memo should be signed by the General Counsel