

STATE OF TENNESSEE
RDA Report



Agency: *Statewide*

Total Agency RDA Count: 23

STATE OF TENNESSEE

RDA Report



Allotment Code: N/A

Allotment Code Count: 23

Agency: **Statewide**

RDA #		Record Series	One-Time RDA
00000S1376		FORMS JUSTIFICATION AND APPROVAL	<input type="checkbox"/>
Effective (Approved) Date	Revision Date	Allotment Code	Media
8/28/1990		N/A	
Governing Laws			
Record Series Abstract			
FILES CONSISTS OF FORMS JUSTIFICATION AND APPROVAL REQUEST AND A SAMPLE COPY OF THE FORM SUBMITTED FOR APPROVAL. INCLUDES ELECTRONIC MEDIA THAT COMMUNICATES THE ABOVE.			
Disposition Abstract			
RETAIN IN ACTIVE FILES UNTIL FORMS APPROVED BY THE RECORDS MANAGEMENT DIVISION HAVE BEEN SUPERSEDED OR DELETED BY THE AGENCY.			
Vital Record	<input type="checkbox"/>	Confidential	<input type="checkbox"/>
TSLA	<input type="checkbox"/>	Permanent Retention	<input type="checkbox"/>
Retention			
0 Yr. Active, 0 Yr. Dormant			
Notes			

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Agency: Statewide

RDA #		Record Series		One-Time RDA
00000S1523		CERTIFICATION OF ELIGIBLES FILES		<input type="checkbox"/>
Effective (Approved) Date	Revision Date	Allotment Code	Media	
11/3/1997		N/A		
Governing Laws				
Record Series Abstract				
FILES CONSIST OF COPIES OF CERTIFICATION OF ELIGIBLES, LETTERS TO APPLICANTS, EMPLOYMENT APPLICATIONS, AND ANY RELATED CORRESPONDENCE.				
Disposition Abstract				
DESTROY AFTER 3 YEARS AND AUDIT.				
Vital Record	<input type="checkbox"/>	Confidential	<input type="checkbox"/>	TSLA
				<input type="checkbox"/>
Permanent Retention				
<input type="checkbox"/>				
Retention				
3 Yr. Active, 0 Yr. Dormant				
Notes				

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RDA #		Record Series		One-Time RDA			
00000S1913		DAILY TRANSACTION REGISTERS (858)		<input type="checkbox"/>			
Effective (Approved) Date	Revision Date	Allotment Code	Media				
11/3/1997		N/A					
Governing Laws							
Record Series Abstract							
RECORDS CONSIST OF DAILY TRANSACTION REGISTERS ON THE VARIOUS DOCUMENTS PROCESSED, EXCEPT FOR DISBURSEMENT VOUCHERS. THIS RDA IS NOT APPLICABLE FOR THE DIVISION OF ACCOUNTS, FINANCE AND ADMINISTRATION.							
Disposition Abstract							
MAINTAIN RECORDS IN OFFICE BY EFFECTIVE MONTH. DESTROY RECORDS AFTER MONTHLY ACCOUNTING REPORTS HAVE BEEN REVIEWED.							
Vital Record	<input type="checkbox"/>	Confidential	<input type="checkbox"/>	TSLA	<input type="checkbox"/>	Permanent Retention	<input type="checkbox"/>
Retention							
0 Yr. Active, 0 Yr. Dormant							
Notes							

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Agency: Statewide

RDA #		Record Series		One-Time RDA			
00000S1914		DAILY ERROR REPORTS (REPORT 361)		<input type="checkbox"/>			
Effective (Approved) Date	Revision Date	Allotment Code	Media				
11/3/1997		N/A					
Governing Laws							
Record Series Abstract							
RECORDS CONSIST OF REPORT (361) GENERATED OFF STARS TO IDENTIFY ERRORS. THIS RDA IS NOT APPLICABLE FOR THE DIVISION OF ACCOUNTS, FINANCE AND ADMINISTRATION.							
Disposition Abstract							
MAINTAIN IN OFFICE ONE (1) WEEK AND THEN DESTROY.							
Vital Record	<input type="checkbox"/>	Confidential	<input type="checkbox"/>	TSLA	<input type="checkbox"/>	Permanent Retention	<input type="checkbox"/>
Retention							
0 Yr. Active, 0 Yr. Dormant							
Notes							

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Agency: **Statewide**

RDA #		Record Series		One-Time RDA			
00000S1916		REPORT OF WARRANTS BY DUE DATE(#827)&(#828)		<input type="checkbox"/>			
Effective (Approved) Date	Revision Date	Allotment Code	Media				
11/3/1997		N/A					
Governing Laws							
Record Series Abstract							
RECORDS CONSIST OF DAILY REPORT OF WARRANTS BY DUE DATE (REPORT 827) AND DAILY IT BATCH STATUS REPORT (REPORT 828).							
Disposition Abstract							
MAINTAIN RECORDS IN OFFICE ONE (1) WEEK AND THEN DESTROY.							
Vital Record	<input type="checkbox"/>	Confidential	<input type="checkbox"/>	TSLA	<input type="checkbox"/>	Permanent Retention	<input type="checkbox"/>
Retention							
0 Yr. Active, 0 Yr. Dormant							
Notes							

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Agency: Statewide

RDA #		Record Series		One-Time RDA			
00000S2953		STUDENT ACADEMIC RECORDS (K-12)		<input type="checkbox"/>			
Effective (Approved) Date	Revision Date	Allotment Code	Media				
4/5/2005		N/A	PAPER				
Governing Laws							
YES, TCA 10-7-504							
Record Series Abstract							
RECORDS MAY INCLUDE BUT ARE NOT LIMITED TO INSTITUTION ACADEMIC TRANSCRIPTS; GRADE REPORTS; RECORDS OF GRADE CHANGES; STANDARDIZED EXAM REPORTS LETTER OF RECOMMENDATION; BIRTH RECORDS, GPA, CLASS RANK, LETTERS OF RECOMMENDATION; AND RELATED DOCUMENTATION							
Disposition Abstract							
THE FILES ARE TO BE CUT OFF AT DISCHARGE OF GRADUTION THEN, MAINTAIN IN AGENCY; THEN MAINTAIN PERMANENTLY.							
Vital Record	<input type="checkbox"/>	Confidential	<input type="checkbox"/>	TSLA	<input type="checkbox"/>	Permanent Retention	<input checked="" type="checkbox"/>
Retention							
Permanent Retention							
Notes							

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Agency: Statewide

RDA #		Record Series		One-Time RDA			
0000S10115		BACKUP FILES (STATEWIDE:ELECTRONIC)		<input type="checkbox"/>			
Effective (Approved) Date	Revision Date	Allotment Code	Media				
8/29/2000		N/A					
Governing Laws							
Record Series Abstract							
A COPY OF A COMPUTER FILES(S) OR DATA TO BE USED IN THE EVENT THE ORIGINAL IS LOST, DAMAGED, OR DESTROYED.							
Disposition Abstract							
FILES WILL BE MAINTAINED IN ACCORDANCE WITH AGENCY POLICY AND PROCEDURE, BUT UNDER NO CIRCUMSTANCE WILL BACKUP DATA OR INFO EXIST PAST THE LIFE OF THE PRIMARY RECORD.							
Vital Record	<input type="checkbox"/>	Confidential	<input type="checkbox"/>	TSLA	<input type="checkbox"/>	Permanent Retention	<input type="checkbox"/>
Retention							
0 Yr. Active, 0 Yr. Dormant							
Notes							

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Agency: **Statewide**

RDA #		Record Series		One-Time RDA			
OOS1603REV		STATE EMPLOYEE SUGGESTION AWARD PROGRAM		<input type="checkbox"/>			
Effective (Approved) Date	Revision Date	Allotment Code	Media				
3/24/1988		N/A					
Governing Laws							
Record Series Abstract							
FILES CONSIST OF EMPLOYEE SUGGESTION AWARD PROGRAM FORMS (PR-0185) AND EMPLOYEE SUGGESTION EVALUATION FORMS (PR-0190). USED TO ALLOW STATE EMPLOYEES TO PARTICIPATE IN THE PROGRAM BY SUBMITTING IDEAS FOR WAYS TO IMPROVE STATE							
Disposition Abstract							
UPON COMPLETION OF EVALUATION, TRANSFER TO INACTIVE FILES AND HOLD ONE (1) YEAR AFTER CURRENT YEAR. MICROFILM AFTER THE ONE (1) YEAR PERIOD HAS EXPIRED PRODUCING ONE (1) SILVER NEGATIVE AND ONE (1) DIAZO DUPLICATE. UPON VERIFICATION, DESTROY.							
Vital Record	<input type="checkbox"/>	Confidential	<input type="checkbox"/>	TSLA	<input type="checkbox"/>	Permanent Retention	<input type="checkbox"/>
Retention							
2 Yr. Active, 30 Yr. Dormant							
Notes							

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RDA #		Record Series		One-Time RDA			
SW01		ACCOUNTING JOURNAL VOUCHERS AND DEPOSITS SLIPS		<input type="checkbox"/>			
Effective (Approved) Date	Revision Date	Allotment Code	Media				
11/29/2010		N/A					
Governing Laws							
Record Series Abstract							
DOCUMENTS RELATING TO ACCOUNTS RECEIVABLES AND DEPOSITS WITH SUPPORTING DOCUMENTATIONEXAMPLES: JOURNAL VOUCHER TYPE A, DEPOSIT SLIP TYPE C, ACCRUED LIABILITY JOURNAL VOUCHER TYPE G, FRONT-END JOURNAL VOUCHER TYPE I, JOURNAL VOUCHER TYPE J, WARRANT CANC							
Disposition Abstract							
FILES ARE TO BE CUT OFF AT THE END OF THE FISCAL YEAR. DESTROY THE FILES AFTER THE REQUIRED AUDIT OR WHEN 5 YEARS OLD, WHICHEVER OCCURS FIRST.							
Vital Record	<input type="checkbox"/>	Confidential	<input type="checkbox"/>	TSLA	<input type="checkbox"/>	Permanent Retention	<input type="checkbox"/>
Retention							
AUDIT OR 5 YEARS ACTIVE							
Notes							
FORMER RDA's MERGED: S1725, S1729, S1730, S1731, S1732, S1733, S1734, S1735, S1736, S1737, S1738, S1739, S1740, S1915							

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RDA #		Record Series		One-Time RDA			
SW02		ACCOUNTING REPORTS		<input type="checkbox"/>			
Effective (Approved) Date	Revision Date	Allotment Code	Media				
11/30/2010		N/A					
Governing Laws							
Record Series Abstract							
DOCUMENTS RELATING TO MONTHLY ACCOUNTING REPORTS, BUDGET WORKING PAPERS, AND BUDGET REQUESTS. EXAMPLES: ACCOUNTING REPORTS FROM THE STARS SYSTEM - 801, 802, 803, 804, 805, 807, 808, 815, 818, 820, 821, 822, 823, 829, 830, 831, 832, 834, 837, 838, 839, 8							
Disposition Abstract							
FILES ARE TO BE CUT OFF AT THE END OF THE FISCAL YEAR. DESTROY THE FILES AFTER THE REQUIRED AUDIT OR WHEN 5 YEARS OLD, WHICHEVER OCCURS FIRST.							
Vital Record	<input type="checkbox"/>	Confidential	<input type="checkbox"/>	TSLA	<input type="checkbox"/>	Permanent Retention	<input type="checkbox"/>
Retention							
AUDIT OR 5 YEARS ACTIVE							
Notes							
FORMER RDA's MERGED: S1912, S1917, S2159							

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RDA #		Record Series		One-Time RDA			
SW03		HUMAN RESOURCES DOCUMENTS		<input type="checkbox"/>			
Effective (Approved) Date	Revision Date	Allotment Code	Media				
11/29/2010		N/A	PAPER				
Governing Laws							
Record Series Abstract							
DOCUMENTS PERTAINING TO OFFICE PERSONNEL LOCATOR INFORMATION, SUPERVISOR/AGENCY EMPLOYEE INFORMATION, AND SEPARATED EMPLOYEE RECORDSEXAMPLES: CARDS OR SHEETS SHOWING NAME, ADDRESS AND TELEPHONE NUMBER AND SIMILAR DATA FOR EACH OFFICE EMPLOYEE; PRINTOU							
Disposition Abstract							
FILES ARE TO BE CUT OFF WHEN THE EMPLOYEE TERMINATES. THEN TRANSFER THE FILES TO RECORDS MANAGEMENT WHERE THEY SHOULD BE MAINTAINED (INACTIVE) 75 YEARS. THEN DESTROY.							
Vital Record	<input type="checkbox"/>	Confidential	<input type="checkbox"/>	TSLA	<input type="checkbox"/>	Permanent Retention	<input type="checkbox"/>
Retention							
75 YEARS INACTIVE							
Notes							
FORMER RDA's MERGED: S470-2, S470-3, S470-5, S1280							

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RDA #		Record Series		One-Time RDA			
SW04		EMPLOYEE MEDICAL RECORDS		<input type="checkbox"/>			
Effective (Approved) Date	Revision Date	Allotment Code	Media				
11/29/2010		N/A					
Governing Laws							
29 CFR 1910.1020							
Record Series Abstract							
DOCUMENTS RELATING TO CONFIDENTIAL EMPLOYEE MEDICAL RECORDS EXAMPLES: DOCUMENTATION OF PHYSICALS AND HEALTH STATUS, AA TREATMENT STATEMENT, DRUG RELATED TREATMENT, INJURED IN THE LINE OF DUTY AND WORKERS COMPENSATION CLAIMS							
Disposition Abstract							
FILES ARE TO BE CUT OFF WHEN EMPLOYEE TERMINATES. THEN TRANSFER THE FILES TO RECORDS MANAGEMENT WHERE THEY SHOULD BE MAINTAINED (INACTIVE) 30 YEARS. THEN DESTROY.							
Vital Record	<input type="checkbox"/>	Confidential	<input type="checkbox"/>	TSLA	<input type="checkbox"/>	Permanent Retention	<input type="checkbox"/>
Retention							
30 YEARS INACTIVE							
Notes							
FORMER RDA's MERGED: S2418, S2489							

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RDA #		Record Series		One-Time RDA			
SW05		ADMINISTRATIVE DOCUMENTS		<input type="checkbox"/>			
Effective (Approved) Date	Revision Date	Allotment Code	Media				
11/30/2010		N/A					
Governing Laws							
Record Series Abstract							
DOCUMENTS THAT RELATE TO THE DAY-TO-DAY ADMINISTRATION OF PERSONNEL; POLICIES, PROCEDURES, AND RULES; INSTRUCTIONAL DOCUMENTS; DOCUMENTS RELATED TO SUPPLIES AND EQUIPMENT, SECURITY AGREEMENTS, OFFICE FINANCIAL FILES; AND SPACE ASSIGNMENT DOCUMENTSEXAMPL							
Disposition Abstract							
FILES ARE TO BE CUT OFF ANNUALLY AND MAINTAINED IN THE AGENCY (ACTIVE) 2 YEARS, THEN DESTROYED.							
Vital Record	<input type="checkbox"/>	Confidential	<input type="checkbox"/>	TSLA	<input type="checkbox"/>	Permanent Retention	<input type="checkbox"/>
Retention							
2 YEARS ACTIVE							
Notes							
FORMER RDA's MERGED: S470-1, S836-1, S836-2, S836-3, S836-4, S836-5, S836-6, S836-7, S836-10, S836-11, S836-12, S836-13, S836-14, S836-15, S836-17							

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RDA #		Record Series		One-Time RDA			
SW06		BOARDS AND COMMISSIONS DOCUMENTS		<input type="checkbox"/>			
Effective (Approved) Date	Revision Date	Allotment Code	Media				
11/23/2010		N/A					
Governing Laws							
Record Series Abstract							
DOCUMENTS OR RECORDINGS RELATING TO MEETINGS OF BOARDS, COMMISSIONS, COUNCILS, AND COMMITTEES. ALSO, DOCUMENTS RELATING TO ALL RESPONSIBILITY OF AGENCY HEADS, SUCH AS CORRESPONDENCE OR MEMOS TO INTERNAL PERSONNEL, OFFICIALS OF OTHER STATE AGENCIES (INCLU							
Disposition Abstract							
FILES ARE TO BE CUT OFF ANNUALY AND MAINTAINED IN THE AGENCY (ACTIVE) 3 YEARS, THEN TRANSFERRED TO TENNESSEE STATE LIBRARY AND ARCHIVES WHERE THEY WILL BE PERMANENTLY RETAINED.							
Vital Record	<input type="checkbox"/>	Confidential	<input type="checkbox"/>	TSLA	<input checked="" type="checkbox"/>	Permanent Retention	<input type="checkbox"/>
Retention							
3 YEARS ACTIVE, TSLA							
Notes							
FORMER RDA's MERGED: S528, S1615							

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RDA #		Record Series		One-Time RDA			
SW07		TRAVEL AUTHORIZATION FILES		<input type="checkbox"/>			
Effective (Approved) Date	Revision Date	Allotment Code	Media				
11/29/2010		N/A					
Governing Laws							
Record Series Abstract							
DOCUMENTS RELATING TO REQUESTS AND AUTHORIZATIONS FOR IN-STATE AND OUT-OF-STATE TRAVEL AND RELATED CORRESPONDENCE, INCLUDING COST ESTIMATES FOR TRAVEL							
Disposition Abstract							
FILES ARE TO BE CUT OFF ANNUALLY AND MAINTAINED IN THE AGENCY (ACTIVE) 1 YEAR, THEN DESTROYED.							
Vital Record	<input type="checkbox"/>	Confidential	<input type="checkbox"/>	TSLA	<input type="checkbox"/>	Permanent Retention	<input type="checkbox"/>
Retention							
1 YEAR ACTIVE							
Notes							
FORMER RDA: S470-6							

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Agency: **Statewide**

RDA #		Record Series		One-Time RDA			
SW08		COMMISSIONER'S SUBJECT FILES		<input type="checkbox"/>			
Effective (Approved) Date	Revision Date	Allotment Code	Media				
11/29/2010		N/A					
Governing Laws							
Record Series Abstract							
DOCUMENTS RELATING TO ALL AREAS OF THE COMMISSIONER AND HIS EXECUTIVE STAFFEXAMPLES: CORRESPONDENCE AND MEMORANDUMS WITH INTERNAL PERSONNEL OFFICIALS OF OTHER STATE AGENCIES INCLUDING THE GOVERNOR AND GENERAL ASSEMBLY							
Disposition Abstract							
FILES ARE TO BE CUT OFF UPON TERMINATION OF APPOINTMENT AND MAINTAINED IN THE AGENCY (ACTIVE) 3 YEARS. THEN TRANSFER THE FILES TO RECORDS MANAGEMENT WHERE THEY SHOULD BE MAINTAINED (INACTIVE) 4 YEARS. LASTLY, TRANSFER THE FILES TO TENNESSEE STATE LIBRAR							
Vital Record	<input type="checkbox"/>	Confidential	<input type="checkbox"/>	TSLA	<input checked="" type="checkbox"/>	Permanent Retention	<input type="checkbox"/>
Retention							
3 YEARS ACTIVE, 4 YEARS INACTIVE, TSLA							
Notes							
FORMER RDA: S590							

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RDA #		Record Series		One-Time RDA			
SW09		ATTENDANCE AND LEAVE RECORDS		<input type="checkbox"/>			
Effective (Approved) Date	Revision Date	Allotment Code	Media				
11/29/2010		N/A					
Governing Laws							
Record Series Abstract							
DOCUMENTS RELATING TO ATTENDANCE AND LEAVE, INCLUDING CORRESPONDENCE SUCH AS NOTICE OF HOLIDAYS AND HOURS WORKED							
Disposition Abstract							
FILES ARE TO BE CUT OFF ANNUALLY AND MAINTAINED IN THE AGENCY (ACTIVE) 3 YEARS, THEN DESTROYED.							
Vital Record	<input type="checkbox"/>	Confidential	<input type="checkbox"/>	TSLA	<input type="checkbox"/>	Permanent Retention	<input type="checkbox"/>
Retention							
3 YEARS ACTIVE							
Notes							
FORMER RDA: S1505							

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RDA #		Record Series		One-Time RDA			
SW10		REAL PROPERTY LEASE FILES		<input type="checkbox"/>			
Effective (Approved) Date	Revision Date	Allotment Code	Media				
11/29/2010		N/A	PAPER				
Governing Laws							
TCA 12-2-108(C); TCA 10-7-303(E)							
Record Series Abstract							
DOCUMENTS RELATING TO THE LEASE SPACE HOUSING STATE AGENCIES AND DEPARTMENTS. EXAMPLES: SPACE ACTION REQUEST FORM (FA-0006), RFP, AND RELATED CORRESPONDENCE							
Disposition Abstract							
FILES ARE TO BE IMMEDIATELY TRANSFERRED TO FINANCE & ADMINISTRATION REAL PROPERTY DIVISION WHERE THEY WILL BE PERMANENTLY RETAINED.							
Vital Record	<input type="checkbox"/>	Confidential	<input type="checkbox"/>	TSLA	<input type="checkbox"/>	Permanent Retention	<input checked="" type="checkbox"/>
Retention							
PERMANENT RETENTION WITH F&A							
Notes							
FORMER RDA: S1685*THIS RDA WILL BE MODIFIED AND MICROFILM REQUIREMENTS WILL BE ADDED AT A FUTURE DATE							

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RDA #		Record Series		One-Time RDA			
SW11		INTERNAL AUDIT REPORTS AND WORKING PAPERS		<input type="checkbox"/>			
Effective (Approved) Date	Revision Date	Allotment Code	Media				
11/29/2010		N/A					
Governing Laws							
Record Series Abstract							
DOCUMENTS RELATING TO INTERNAL AUDIT REPORTS AND WORKING PAPERS THAT ARE SUBMITTED TO THE COMMISSIONER AND COMPTROLLER							
Disposition Abstract							
FILES ARE TO BE CUT OFF ANNUALLY AND MAINTAINED IN THE AGENCY (ACTIVE) 10 YEARS, THEN DESTROYED.							
Vital Record	<input type="checkbox"/>	Confidential	<input type="checkbox"/>	TSLA	<input type="checkbox"/>	Permanent Retention	<input type="checkbox"/>
Retention							
10 YEARS ACTIVE							
Notes							
FORMER RDA: S2099							

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RDA #		Record Series		One-Time RDA			
SW12		CONTRACTS AND REQUESTS FOR PROPOSALS (RFP'S)		<input type="checkbox"/>			
Effective (Approved) Date	Revision Date	Allotment Code	Media				
11/29/2010		N/A					
Governing Laws							
Record Series Abstract							
DOCUMENTS RELATING TO CONTRACTS BETWEEN STATE AGENCIES AND VENDORS							
Disposition Abstract							
FILES ARE TO BE CUT OFF UPON TERMINATION OF CONTRACT. DESTROY THE FILES AFTER THE REQUIRED AUDIT OR WHEN 5 YEARS OLD, WHICHEVER OCCURS FIRST.							
Vital Record	<input type="checkbox"/>	Confidential	<input type="checkbox"/>	TSLA	<input type="checkbox"/>	Permanent Retention	<input type="checkbox"/>
Retention							
AUDIT OR 5 YEARS ACTIVE							
Notes							
FORMER RDA: S2272							

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RDA #		Record Series		One-Time RDA			
SW13		VOTER REGISTRATION DECLINATION FILES		<input type="checkbox"/>			
Effective (Approved) Date	Revision Date	Allotment Code	Media				
11/29/2010		N/A	PAPER				
Governing Laws							
TCA 2-2-202							
Record Series Abstract							
DOCUMENTS RELATING TO DECLINATION OF VOTER REGISTRATION							
Disposition Abstract							
FILES ARE TO BE CUT OFF ANNUALLY AND MAINTAINED IN THE AGENCY (ACTIVE) 2 YEARS, THEN DESTROYED.							
Vital Record	<input type="checkbox"/>	Confidential	<input type="checkbox"/>	TSLA	<input type="checkbox"/>	Permanent Retention	<input type="checkbox"/>
Retention							
2 YEARS ACTIVE							
Notes							
FORMER RDA: S2922							

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RDA #		Record Series		One-Time RDA			
SW14		DISCRIMINATION AND WORKPLACE HARASSMENT INVESTIGATIONS		<input type="checkbox"/>			
Effective (Approved) Date	Revision Date	Allotment Code	Media				
11/29/2010		N/A	PAPER				
Governing Laws							
Record Series Abstract							
DOCUMENTS RELATING TO DISCRIMINATION AND WORKPLACE HARASSMENT INVESTIGATIONS EXAMPLES: INVESTIGATION INTAKE/REFERRAL (PR-0411), INVESTIGATION MEMOS, EQUAL EMPLOYMENT OPPORTUNITY COMMISSION CHARGES/DOCUMENTS, TENNESSEE HUMAN RIGHTS COMMISSION CHARGES/DO							
Disposition Abstract							
FILES ARE TO BE CUT OFF ANNUALLY AND MAINTAINED IN THE AGENCY (ACTIVE) 5 YEARS, THEN DESTROYED.							
Vital Record	<input type="checkbox"/>	Confidential	<input type="checkbox"/>	TSLA	<input type="checkbox"/>	Permanent Retention	<input type="checkbox"/>
Retention							
5 YEARS ACTIVE							
Notes							
FORMER RDA: S2963							

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RDA #		Record Series		One-Time RDA			
SW15		ANNUAL REPORTS		<input type="checkbox"/>			
Effective (Approved) Date	Revision Date	Allotment Code	Media				
12/22/2010		N/A	PAPER				
Governing Laws							
TCA 4-4-114							
Record Series Abstract							
DOCUMENTS RELATING TO ANNUAL REPORTS PREPARED BY ALL AGENCIES.							
Disposition Abstract							
FILES ARE TO BE CUT OFF ANNUALLY AND MAINTAINED IN THE AGENCY (ACTIVE) 5 YEARS, THEN TRANSFERRED TO TENNESSEE STATE LIBRARY AND ARCHIVES WHERE THEY WILL BE PERMANENTLY RETAINED.							
Vital Record	<input type="checkbox"/>	Confidential	<input type="checkbox"/>	TSLA	<input checked="" type="checkbox"/>	Permanent Retention	<input type="checkbox"/>
Retention							
5 YEARS ACTIVE, TSLA							
Notes							
FORMER RDA: S718							